

SIF/CDIF Data Entry Assistant 2001 Software User's Guide

California Department of Education

Educational Demographics Office

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Preparing to Use SIF/CDIF

Foreword

The California Basic Educational Data System (CBEDS) is a single annual collection of data about school staff and enrollment. Its purpose is to satisfy the Department's continuing needs for information necessary for reporting, program management, and planning. The system is designed to allow the data to be combined in many ways to serve various purposes and to reduce the number of information collections made by the Department.

This *Administrative Manual for CBEDS Coordinators and School Principals* is provided as a guide for conducting data collection activities for CBEDS in schools, districts, and offices of county superintendents of schools. The California Department of Education is responsible for the administration and management of CBEDS. This function is now under the direction of the Educational Demographics Unit.

Genesis Data Inc. collects data for CBEDS through a contract with the Department of Education. The Department of Education conducts the data analysis of CBEDS and is responsible for maintaining the basic data.

Questions about distribution, collection, or packaging of materials should be directed to the CBEDS Coordinator, Genesis Data Inc., (800) 627-7990 x805.

To secure additional materials, contact the County CBEDS Coordinator in the appropriate office of the county superintendent of schools.

Questions about the content of CBEDS should be directed to the California Department of Education, Educational Demographics Unit, (916) 327-0219.

Requirements

The SIF/CDIF software will only work on a personal computer running the Windows95/98/2000 or Windows NT operating system.

The SIF/CDIF is always installed on a hard disk. This provides for best performance and for the relatively large data files that SIF/CDIF must access.

The minimum PC required configuration is:

- IBM or compatible PC
- 80486 processor or higher
- Mouse
- CD-ROM Drive
- one diskette drive (3.5 inch high density)
- Windows 95/98, Windows NT, or Windows 2000
- 8MB RAM (16 MB recommended)
- VGA or higher resolution monitor
- Minimum 6 megabytes disk space

A printer is optional but will provide significant benefit in terms of printing reports and error summaries. A mouse may be used if present, but must be initiated when your computer is started.

Installation

- Turn your computer on.
- Insert the supplied “CBEDS Software (2001)” CD-ROM in the CD drive. In the **Start** Menu select **RUN**. Type the following command.

D:\SINSTALL\SETUP {where D is the letter of your CD-ROM}

- Then click OK.
- Follow the instructions that appear on your screen. You will be asked to answer a number of questions regarding the installation. You can abort the installation by pressing the **Cancel** button when it is displayed and you may safely start the installation process again later.
- All of the software and data files are installed in a subdirectory. The default name for this directory is SIF2001. You may choose another; although going with the default will make any future modifications easier.
- You will be kept informed as the installation proceeds.
- The first time you run the SIF software you will be asked to select your district. You may search for your district by typing the first few letters of your district name in the “**Search**” box or by navigating in the list of districts. Once your district is highlighted, press the “**Create SIFs**” button.

Summary of Changes – SIF

Added a report for districts participating in CSIS.

Summary of Changes – CDIF

Section C (Adult Education) – Adult education enrollment and graduate data was not collected on CBEDS for 2000 but the form was not changed. For 2001 the CDIF form was modified to remove the deleted data. Counties/districts will continue to report the adult education staff data.

Added a report for districts participating in CSIS.

Quick Guide to SIF/CDIF

Introduction

This document is intended to be a short explanation of the steps necessary to use the SIF-CDIF software.

Refer to the *CBEDS 2001 Administrative Manual* for detailed information on completing the forms.

Refer to the *SIF/CDIF Software User's Guide 2001* which will be available on the CD-ROM in the \DOCS01 subdirectory in both MS-Word97 and Adobe Acrobat format.

Step 1: Instructions and forms

Review the instructions and forms that were sent in the CBEDS 2001 mailing.

Step 2: Install software

To install the SIF-CDIF 2001 Software, follow the instructions on the inside of the CD-ROM cover.

Step 3: Gather SIF data

Review the forms to determine which data you need from each school. Some school districts have the data available centrally, while other districts must collect it manually each year from the schools in the district. The way you use the SIF software will depend on how your district has the data available. Your options are:

(a.) Paper reports are available from each school

You will need to ensure that all the data you need for each school are available on the paper reports. If some data are missing, you will need to collect it from the appropriate source.

(b.) Data are not available centrally and must be collected from each school.

You may choose to request preprinted SIF forms or you may use the SIF software to print out a blank SIF form for each school. To do this, select "Form - Blank SIF" under the "Reports" menu. Then select the "Print" button.

The forms may then be distributed to each school with instructions to complete the form.

(c.) Data are available electronically at the district.

If the data are available in an electronic format, the data may be imported into the SIF software without data entry. The data must be in the format specified by the software. The format is available in the DOCS00 directory on your CBEDS CD-ROM.

Step 4: Starting the Program

Click on your Start Button on the bottom left hand side of the window, select programs, and select CBEDS SIF-CDIF-01 to start the SIF-CDIF program. The first time you open the program you will be prompted to enter the name of your district to enable the program to retrieve district records.

Step 5: Entering data

?? CDIF data entry

Select "Edit CDIF" under the "Edit" Menu. Enter data for each section by clicking on the appropriate tab and entering data on each of these screens. You can view any errors/warnings generated by exiting the "Edit CDIF" window and then by selecting "Remaining

Errors/Warnings” under “Report” at the top of the window.

?? SIF data entry for those districts that used Step 3(a.) or Step 3(b.) for SIF data collection

For each school, enter all data by selecting "Edit SIF" under the "Edit" Menu. You can sort by School or by CD code by clicking on the respective column header. To add a school click “Add”. To delete a school, select the school and then click “Delete”. To edit data for a school, click on the school name and then select the “Edit” button at the bottom of the window. Enter data for each section by clicking on the appropriate tab and entering data on each of these screens. You can view any generated errors on the "Select School" screen by clicking on the "View Errors" button.

?? SIF data entry for those districts that used Step 3(c.) for SIF data collection

If you have the SIF data available in electronic format, you must match the format to the published format for the data found in Appendix A of your SIF Software User’s Guide (docs01\sifsoft.doc).

Use the "File", "Import data" option to load your existing data into the SIF-CDIF-01 program. If any preliminary errors have been identified which prevent loading the data, print out the error report and resolve the errors. Once all preliminary errors have been identified and corrected, load the data into the software.

Step 6: Check data for errors

Run the SIF and CDIF error reports by using the "Reports", "Remaining Errors/Warnings” options. If errors exist, print out the report and use the report to resolve the errors. You may also want to print the "Explanation of Errors" report by using the "Reports", "Documentation - Explanation of Errors" option. This report explains in more detail each edit check.

All "Errors" must be resolved before submitting the data. All "Warnings" should be reviewed. "Warnings" will **not** prevent data submission.

Use the "Edit CDIF” and “Edit SIF” options to correct identified errors.

Step 7: Verify data and print reports

You may wish to print out individual copies of the SIF reports to review for accuracy prior to submitting the data or print out summary reports.

Step 8: Submit data

Once all "Errors" have been resolved and "Warnings" have been reviewed, you are ready to submit your data. SIF data and CDIF data will be sent together using any of the three methods of data submission listed below.

The submission of data via Internet relies on an active Internet connection. Use the "File", "Submit data via Internet" option. Verify the "district contact/certification" information, and then click on the "Submit data" button. After the "Submit data (via Internet)" screen displays, click on the "Submit data" button.

If submitting your data via Internet is not possible, you may submit your data via diskette. Insert a blank diskette into your computer. Select “Submit data (via diskette)” under the “File” Menu. Once the data are saved, please refer to the instructions to submit the disk to Genesis Data Inc. (found in the *CBEDS 2001 Administrative Manual*).

Note: If you cannot submit your data by Internet after three or four attempts, you may email your data (the file will appear similar to S0125041.int) to kscheff@cde.ca.gov. You will receive confirmation of data receipt within five work days.

Step 9: Backup data

Once your data have been submitted you may wish to back-up your data to a floppy diskette for

safekeeping by using the "backup" option that is available when you exit the SIF-CDIF-01 software.

We recommend that you keep the SIF-CDIF-01 software on your PC until July 2002 in case CDE staff have any questions or the data have not been correctly transmitted.

To remove the SIF-CDIF-01 software, go to the "Start" menu, click on "Settings", and select "Control Panel". The SIF/CDIF 2001 software can be removed using the "Add/Remove" application in the "Control Panel" window.

7/16/00

Menu Functions

File Menu

File Pull Down Menu

Five functions are available from the **File** pull down menu.

Submit data (via Internet) – Used to submit completed SIF data to Genesis Data Inc. using your Internet connection.

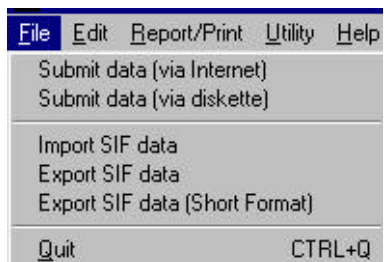
Submit data (via diskette) - Used to submit completed SIF data to Genesis Data Inc. by writing data to diskette.

Import SIF data– Used to retrieve SIF data into the SIF Data Entry Assistant (DEA) application.

Export SIF data– Used to save SIF data for the district/selected schools to a file for use in other applications.

Export SIF data (short format) – Two separate files (one containing SIF sections A-F and the other containing sections G-K). These file formats were created to give schools and school districts smaller, more manageable files that can be viewed in other software. This option was not intended to be used as a backup for SIF data. To view file layout see Appendix B and C in the Help System.

Quit – Used to exit the SIF Data Entry Assistant and return to your Windows desktop.



Submit Data - Via Internet / Via diskette

When the SIF/CDIF data are submitted either through the “Submit data (via Internet)” or “Submit data (via diskette)” option, the following steps are taken:

- 1) The data are checked to make sure no errors are present. You cannot proceed until all errors are resolved. (See [Submit data – Errors](#))
- 2) If there are any warnings remaining, a screen summarizing the warnings is presented. These warning should be checked and verified before proceeding. By entering the contact name and phone number, you are certifying that the data are correct. (See [Submit Data – Warnings](#))
- 3) If you selected the “Submit data (via Internet)” option, you will see the “Internet Submission” screen. [See [Submit Data \(via Internet\)](#)] If you selected the “Submit data (via diskette)” option, you will see the “Create disk” screen. [See [Submit data \(via diskette\)](#)]
- 4) If you selected the “Submit data (via Internet)” option, you may print out a receipt showing the data and time your data were submitted. (See [Submit data – Receipt](#))

Submission Error

This screen will appear when errors exist within the SIF or CDIF. The program will not allow you to submit the data until these errors are resolved.



Submission Warning

This screen will appear when all errors have been resolved, but warnings still remain. Please verify that all the warnings have been checked and the data have been correctly entered. By entering your name and phone number you are verifying that you have checked the data. You will not be allowed to proceed with the data submission until you enter your name and phone number.

The screenshot shows a window titled "Warnings" with a message: "One or more SIFs or CDIFs have a warning. All warnings for CDIF and SIF are listed below". Below this is a table with four columns: School, Form, Warning, and Description. The first row contains the text "sif", "A02", and "Significant change in classified staff from previous year". Below the table, there is a text box for the CBEDS Coordinator's name and a text box for the Phone/Extension. At the bottom, there are two buttons: "Proceed" and "Cancel".

School	Form	Warning	Description
	sif	A02	Significant change in classified staff from previous year

To continue submission, enter the CBEDS Coordinator's name and phone number below, and then press the "Proceed" button.

By entering your CBEDS Coordinator's name and phone number and proceeding with submission, you are CERTIFYING that you have reviewed all warnings above and that the data are correct as reported.

CBEDS Coordinator: Phone/Extension:

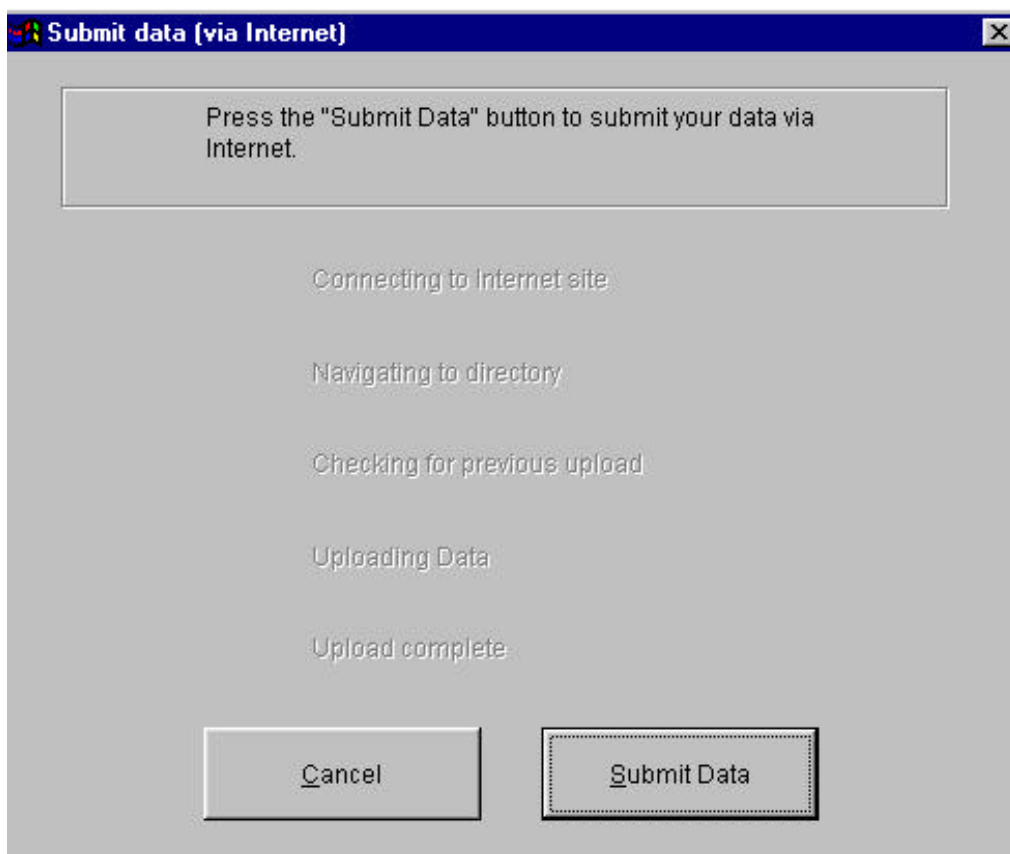
Submit Data (Via Internet)

WARNING: This function only works if you have an Internet connection.

The role of this function is to submit your data to Genesis Data Inc. for processing using your Internet connection. Upon selection, you are directed to wait while all SIFs are examined for possible errors. The other option available for submitting data is the [Submit data \(via diskette\)](#) menu option. Only one of these two options may be used to submit your data.

If any warnings are detected a [submission warning form](#) must be filled out. If any errors are detected you are informed and the function terminates. You must resolve all errors before attempting the send function again. Printing an error report (described in the [Error Report](#) section) is very useful in resolving errors.

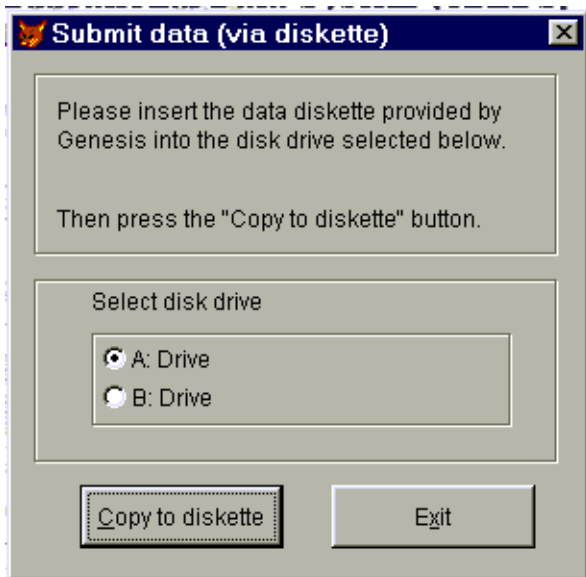
When your file is error free, you will see the following screen. Press the **Submit Data** button to begin the upload process.



Submit Data (Via Diskette)

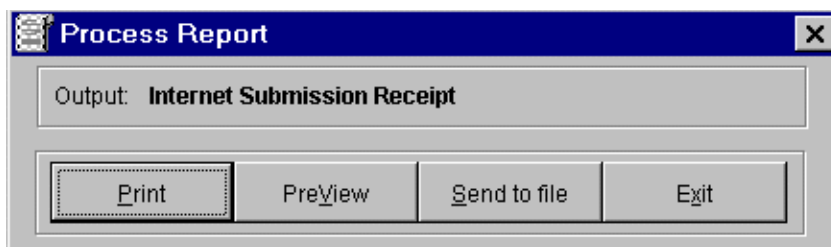
The role of this function is to prepare the necessary diskette to be returned to Genesis Data Inc. for processing. Upon selection, you are directed to wait while all SIFs are examined for possible errors. The other option available for submitting data is the [Submit data \(via Internet\)](#) menu option. Only one of these two options may be used to submit your data.

If any warnings are detected a [submission warning form](#) must be filled out. If any errors are detected, you are informed and the function terminates. You must resolve all errors before attempting the send function again. Printing an error report (described in the next section) is very useful in resolving errors. When your file is error free, you will be directed to place the green labeled SIF 01 RETURN DATA diskette provided by Genesis Data Inc. into the disk drive. After placing the diskette in the selected drive, press the “Copy to diskette” button to begin the process.



Submit Data - Receipt

This function is only available when the data are submitted via Internet. It allows the user to print out a report indicating the date and time the Internet submission occurred.



Import SIF Data

This function is essentially the opposite of the **Export** function.

Input files are assumed to be in the proper format (see [Appendix A](#)). In other words, acceptable input to be used by the **Import** function would be essentially identical to that produced by the **Export** function.

Choices to make on the Import Data Screen:

Import File Options

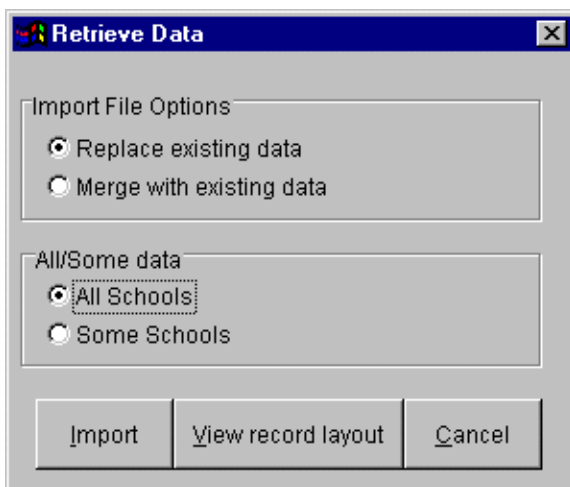
Replace existing data - If you want to replace the existing data and completely delete the existing SIF records, choose this option.

Merge with existing data - Use this option if you want to import data but only update the SIF records for the data in your incoming dataset. SIF records that do not have a matching district assigned identification number or last name/first name will not be modified.

All/Some Data

All Schools - This will take all data from the incoming dataset.

Some Schools - This will read in the data from the incoming data set and present you with a pick list of schools that are included in the dataset. You may then select one or more schools that you wish to import.



Import SIF Data - Select School

Use this screen to select the specific school(s) you wish to import. You will be presented with a pick list of only those schools that are included in the import file. Select the school(s) you wish to import by clicking on them. If you wish to select more than one school use Ctrl + Click or Shift + Click to select a range.

Retrieve - Select

Select schools that you wish to import

ABC SECONDARY (ALTER.)	19
ALOHA ELEMENTARY	19
ARTESIA HIGH	19
BRAGG ELEMENTARY	19
BURBANK (LUTHER) ELEMENTARY	19
CARMENITA MIDDLE	19
CARVER (CHARLES J.) ELEMENTARY	19
CERRITOS ELEMENTARY	19
CERRITOS HIGH	19
ELLIOTT (WILLIAM F.) ELEMENTAR	19
FEDDE (PHARIS F.) MIDDLE	19

Use Shift + Click to select range
Use Ctrl + Click to select multiple schools

Import **Cancel**

Import SIF Data - Verify

This screen is the last step in the “import data” process. Preliminary checks are run against the incoming data to verify that it is only one district and that it contains valid County-District-School codes. Any errors that will prevent the final import will be displayed on the screen. Please correct these errors on the original data file and import again if necessary.

You may also scroll through the data to verify that the columns follow the file format specifications.

If the data passes all preliminary data checks, press the “Load data” button to proceed.

Retrieve - Verify

Import file layout

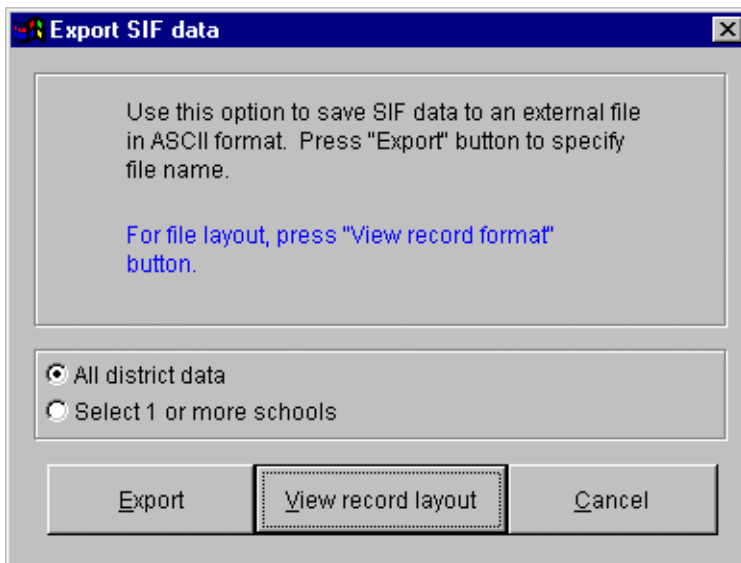
CDS code	Male-Am Ind	Female-Am Ind	Male-Asi
19642121930			
19642121930			
19642121931			
19642121931			
19642121933			
19642121995			
19642126000			
19642126010			
19642126010			

Data passes preliminary checks... Please browse the data to verify layout. When verified, press the "Load Data" button to finish import.

Export SIF Data

This function provides a method for saving all of the available SIF data to a file, which may be used in other applications. In addition, a Cancel button is available to return to the main menu.

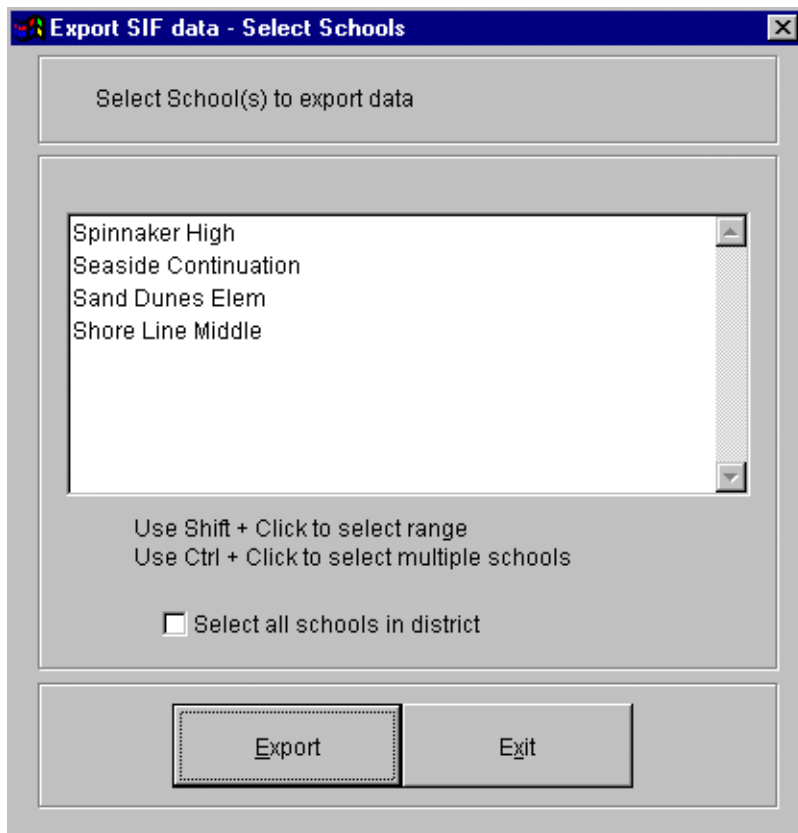
You may select which schools you wish to save to an ASCII file by pressing the “Select 1 or more schools” check. If you select this option, you will be presented with a display of all schools in the system and you may select one or more schools to save.



Export SIF Data - Select School

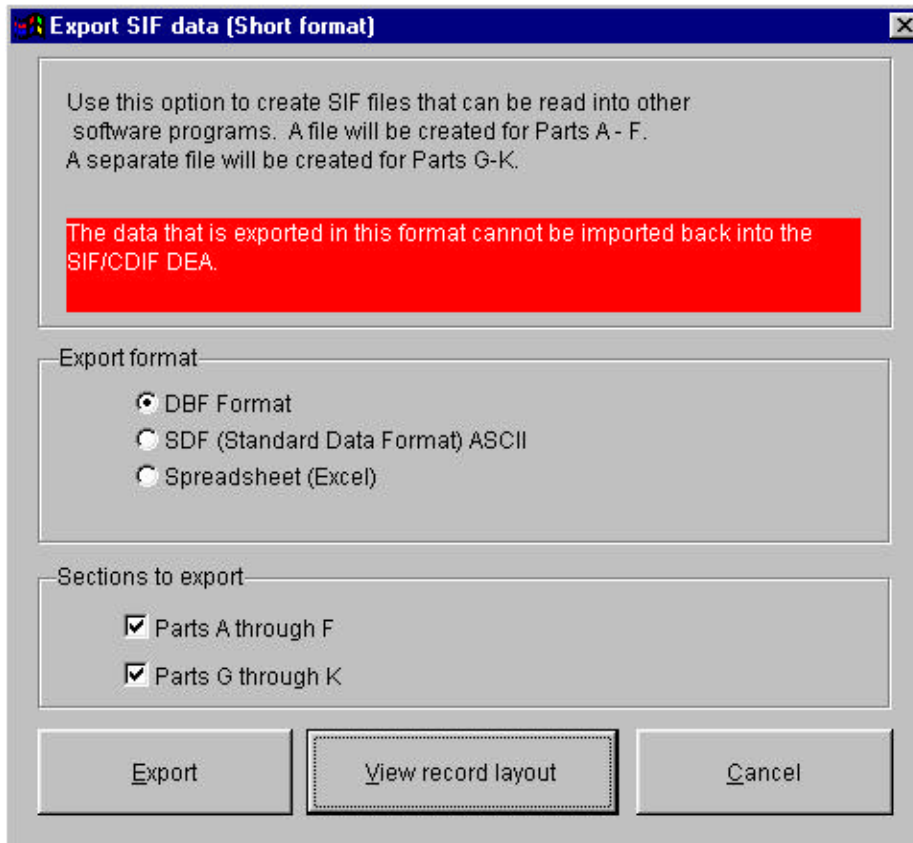
Use this screen to select the specific school(s) you wish to export. You will be presented with a pick list of all schools that are in the database. Select the school(s) you wish to export by clicking on them. If you wish to select more than one school use Ctrl + Click or Shift + Click to select a range.

Press the “Export” button to complete the export process.



Export SIF Data (Short Format)

This function provides a method for viewing SIF raw data in two more manageable files in comparison to the Export SIF Data option. See Appendix for file layout.

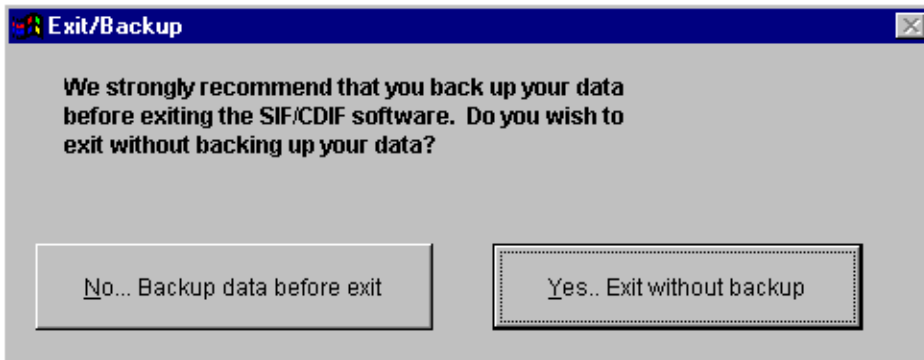


The screenshot shows a Windows-style dialog box titled "Export SIF data [Short format]". It contains the following elements:

- Instructions:** "Use this option to create SIF files that can be read into other software programs. A file will be created for Parts A - F. A separate file will be created for Parts G-K."
- Warning:** A red rectangular box with white text stating: "The data that is exported in this format cannot be imported back into the SIF/CDIF DEA."
- Export format:** A section with three radio button options:
 - ☒ DBF Format
 - ☐ SDF (Standard Data Format) ASCII
 - ☐ Spreadsheet (Excel)
- Sections to export:** A section with two checked checkbox options:
 - ☒ Parts A through F
 - ☒ Parts G through K
- Buttons:** At the bottom are three buttons: "Export", "View record layout" (which is highlighted with a dashed border), and "Cancel".

Backup Data

Every time you exit the SIF/CDIF software you are provided with the opportunity to backup your data. You may backup your data on your hard drive or a floppy diskette. By backing up your data you are protecting yourself from losing valuable information. By backing up to a floppy diskette, you protect yourself from hard drive failure.

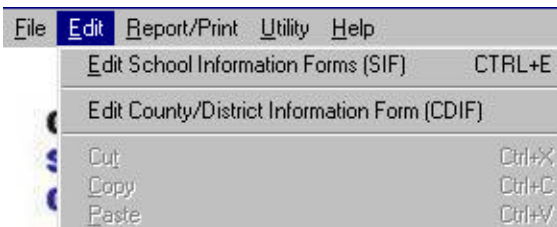


Edit Menu

Edit Pull Down Menu

Two functions are available from the EDIT pull down menu. One of the functions is used to edit SIF data and the other is used to edit CDIF data.

The Cut, Copy, and Paste options provide the default Windows behavior while editing a text field.



Edit School Information Forms (SIF)

Edit School Information Form (SIF)

General Instructions - SIF

- ?? Complete only one School Information Form for a school.
- ?? Report data current as of Information Day.
- ?? Obtain the principal's signature to certify that the data are accurate.
- ?? Make a copy for the County Superintendent's Office as appropriate. Retain a photocopy for school files.

Special Instructions

- ?? County Superintendents. Do not report data for students concurrently enrolled in a school district.

This menu allows you to select the school you wish to work on by using the search text box or by selecting the desired record directly on the list of schools. There are several buttons you may use to process the selected school.

The button options include:

Edit CDIF – Used to update county and district records.

View Errors CDIF – Used to view any warning/errors associated with selected CDIF.

Print CDIF – Used to print CDIF Report.

Edit SIF - Used to update counts for selected school.

View Errors SIF – Used to view any warning/errors associated with selected SIF.

Print SIF – Used to print SIF Report for selected school.

Delete – Used to delete selected school record.

Add - Used to add a new school record.

Exit – Used to return to Main Menu.

Select SIF - District:

Select sort order/Search by clicking on column header
 Select sort order and search field by clicking on the School or Code column heading.

Current order: Search on School

School	Code	Error(s)	Warning(s)
COTTONWOOD ELEMENTARY	6109664		
DEL SUR SENIOR ELEMENTARY	6023568		
HILLVIEW MIDDLE	6110837		
LEONA VALLEY ELEMENTARY	6023576		
NEENACH ELEMENTARY	6110829		
QUARTZ HILL ELEMENTARY	6023584		
RANCHO VISTA ELEMENTARY	6108245		
SUNDOWN ELEMENTARY	6111520		
VALLEY VIEW ELEMENTARY	6023592		
WALKER (JOE) MIDDLE	6071690		

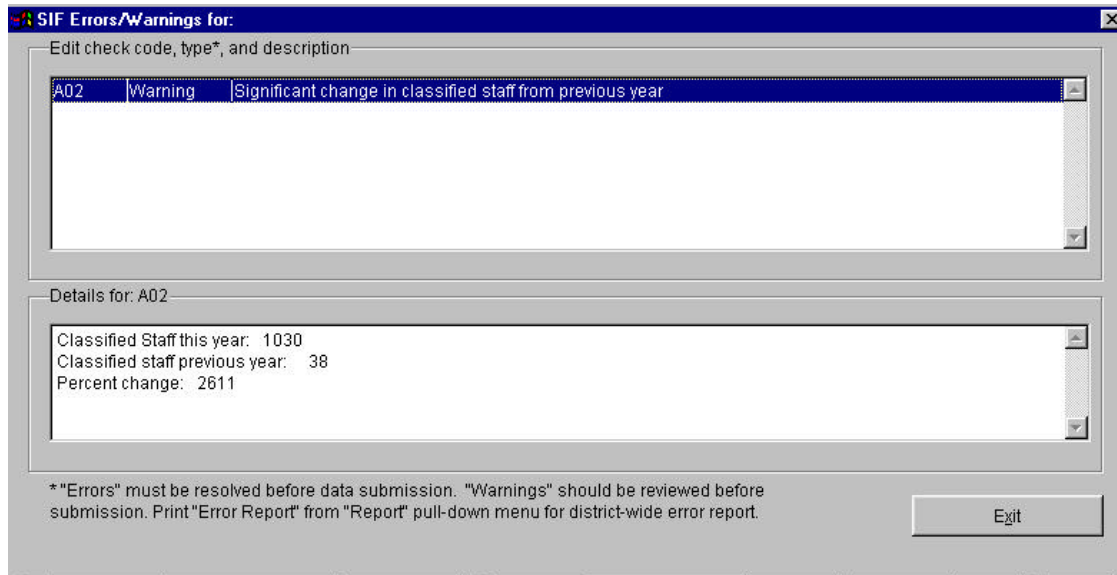
County/District Information Form (CDIF) School Information Form (SIF) for selected school

The SELECT SIF Screen allows you to search for a specific SIF in two ways, by school code and by school name. In order to search for a school you must first select the SORT ORDER you want to use for the search. To select the sort order, you must click on one of the two column headers: School or Code. Then you type character data into the "Search on School" text field. As you type text into this field, the box containing schools will automatically advance to the first school that meets your search criteria. You may also activate the grid and use arrow keys, page up/page down, and/or the scroll bar on the right hand side of the grid to locate a specific school. Once the school is selected, press the appropriate button to take the desired action.

Note the error column in the grid. If an "Error(s)" is in the "Error(s)" column, the school has one or more errors and/or warnings. The errors will need to be corrected before the data may be submitted.

View Errors

This screen is used to display any errors associated with a particular SIF or CDIF record. All errors need to be resolved before SIF and CDIF data are submitted to Genesis Data Inc. using Submit data (via diskette) or Submit data (via Internet). You may also want to use the Error Report option under the Report pull down menu to print out an error report, which includes all identified errors for all SIF records in the district. You may press the Exit button or press escape to return to the Select SIF screen.



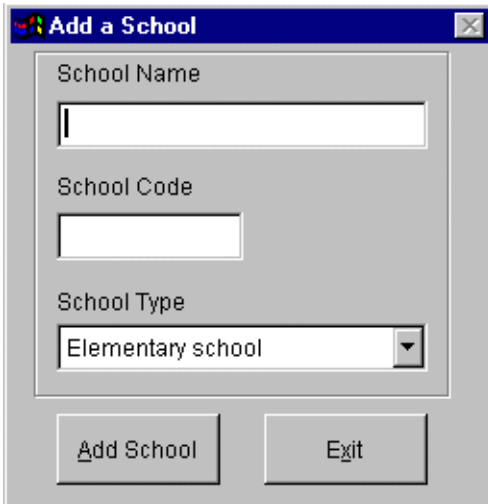
Delete

Use this option to delete the selected school record.



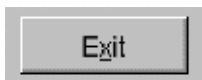
Add

When this button option is selected the “Add SIF” screen is displayed. A minimum set of information for the school is collected on this screen including school name, school code, and type of school. You may select the type of school by using the drop down list. Press the “Exit” button when you have completed adding schools.

A screenshot of a software window titled "Add a School". The window has a blue title bar with a close button. Inside, there are three input fields: "School Name" (a text box), "School Code" (a text box), and "School Type" (a dropdown menu currently showing "Elementary school"). At the bottom, there are two buttons: "Add School" and "Exit".

Exit

This button will close the “Select SIF” screen and return you to the main menu.



Classified Staff - Section A

This section is comprised of six rows, each separated into gender and ethnic group categories. The first section is used for entering full-time and part-time counts of **paraprofessionals**. The second section is used for entering full-time and part-time counts of office/clerical staff. The third section is used for entering full-time and part-time counts of other **classified staff**.

The current column is indicated in the top right. You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the Alt + Section Letter (for example Alt + B for section B).

Report, in whole numbers in lines 1-6 by type, gender, and racial/ethnic designation, the number of paid full-time and part-time classified staff as of Information Day. Do not report adult education, ROP, or children's center/preschool classified staff. Refer to the Glossary of Terms for definitions of "racial/ethnic designations," "paraprofessionals," and "other classified staff."

Report "paraprofessional", "office/clerical", and "other classified" staff members who work at a specific school site on the School Information Form. If the "paraprofessional" or "office/clerical" staff serve at more than one school, they should be reported only once on the School Information Form and at the school where they serve a majority of their time. If the "other classified" staff serve at more than one school, they should be reported on the County/District Information Form.

- **Single School Districts.** Report classified staff on the School Information Form only.

Edit SIF -

A. Number of Classified Staff Column: American Indian or Alaska Native

Section label	Male								Female								q-Tota
	a-Ind	b-Asn	c-PI	d-Fil	e-Hisp	f-Blk	g-Wht	h-Mult	i-Ind	j-Asn	k-PI	l-Fil	m-His	n-Blk	o-Wht	p-Mult	
01. Para Full	0																
02. Para Part									2	1			3		19		25
03. Clerical Full															2		2
04. Clerical Part															2		2
05. Other Full					1		1										2
06. Other Part																	

School Information Form (SIF) Previous section Next section Exit

Buttons:

Exit - This button will save any updates you have made and return you to the "Select SIF" screen.

Previous Section – Go to the previous section (tab).

Next Section – Go to the next section (tab).

Enrollment - Section B

This section is comprised of sixteen rows, each separated into gender and racial/ethnic designation categories. The rows are used to enter K-12 enrollment, **ungraded elementary**, **ungraded secondary**, and adults.

The current column is indicated in the top right. You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the Alt + Section Letter (for example Alt + B for section B).

Section label	Male								Female								q-Tota
	a-Ind	b-Asn	c-Pl	d-Fil	e-Hisp	f-Blk	g-Wht	h-Mult	i-Ind	j-Asn	k-Pl	l-Fil	m-His	n-Blk	o-Wht	p-Mult	
07. Kinder	1	2		1	11	4	20		1	2		1	10	2	25		80
08. Grade 1		2			9	6	31		1	3	1		9	11	35		108
09. Grade 2		1	4		1	9	7	40		2	1		2	17	12	32	128
10. Grade 3		1	3			12	6	40		1	4	2	13	6	29		117
11. Grade 4				1	1	12	2	48		1	3		2	19	10	54	153
12. Grade 5			1	2	1	16	8	39		1	2		1	13	8	36	128
13. Grade 6																	
14. Grade 7																	
15. Grade 8																	
16. Ungr Elem																	
17. Grade 9																	
18. Grade 10																	
19. Grade 11																	
20. Grade 12																	

Report in lines 7-22, by gender, grade level, and racial/ethnic designation, the current total unduplicated enrollment as of Information Day. Refer to the Glossary of Terms for “Grade 12,” “Ungraded Elementary,” and “Ungraded Secondary” definitions.

Report only those students enrolled in and attending a school or program leading to a high school diploma or its equivalent.

Special education students who are mainstreamed into the regular school program should be reported in the grade appropriate to their level. Special day class students may be reported in either “Ungraded Elementary” or “Ungraded Secondary”, if it isn’t possible to report them in a grade level.

Adults who are enrolled in a K-12 program leading to a regular high school diploma are to be reported separately by gender and racial/ethnic designation on the “Adults in K-12 Programs” line. This count is of students 21 years of age or older, and students 19 years of age or older who

have not been continuously enrolled in kindergarten or any of grades 1 to 12, inclusive, since their 18th birthday. This count should not include adults in independent study who are also enrolled in adult education, adults in correctional programs (inmates), or adults in special education.

Buttons:

Exit - This button will save any updates you have made and return you to the “Select SIF” screen.

Previous Section – Go to the previous section (tab).

Next Section – Go to the next section (tab).

Note: In 640 x 480 screen resolution the ungraded secondary and adult rows will not display (as in the screen shot). To access these two rows you may use the vertical scroll bar on the right of the grid or you may use the arrow keys to move the cursor down into these rows.

Graduates - Section C

This section is comprised of three rows, each separated into gender and racial/ethnic designation categories. The rows are used to enter graduates, graduates completing all courses required for UC/CSU entrance, and graduates completing a vocational education sequence of courses.

The current column is indicated in the top right. You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section’s tab or press the Alt + Section Letter (for example Alt + B for section B).

Edit SIF -

A B **C** D E F G H I J K Contact

C. Graduates (2000-2001) Column: American Indian or Alaska Native

	Male								Female								
Section label	a-Ind	b-Asn	c-PI	d-Fil	e-His	f-Blk	g-Wht	h-Mult	i-Ind	j-Asn	k-PI	l-Fil	m-His	n-Blk	o-Wht	p-Mult	q-Tota
24. Grads																	
25. Grads-UC/CSU																	
26. Grads-VOC																	

School Information Form (SIF) 2001

Previous section Next section Exit

High School Graduates Instructions

High School Graduates

In line 24 report, by gender and racial/ethnic designation, the number of high school graduates who received a diploma in the 2000-2001 school year. Do not include students with high school equivalencies (i.e. GED or CHSPE). Districts should report the number of 2000-01 graduates at the school from which they graduated. This year each district was provided with a School Information Form for those high schools and middle schools in their district that closed after October 4, 2000. These “closed school” School Information Forms should only be used to report prior year (2000-01) graduate data and/or dropout data.

High School Graduates Completing Courses Required for UC/CSU Entrance

In line 25 report, by gender and racial/ethnic designation, the number of students who:

- 1) graduated in 2000-01 or who graduated in the summer of 2001. (Note: Exclude students graduating on the basis of the California High School Proficiency Examination, those graduating from programs administered by a community college, and those graduates of Adult Education programs), and
- 2) completed all the courses required by UC/CSU and earned a “C” or better in each of the required courses.

The sequence of 15 courses required for UC admissions is known as the “a-f” requirements. Courses approved for your high school by the University of California to satisfy the “a-f” subject matter requirements must contain rigorous subject matter content as well as be academically challenging to ensure that the student attains essential critical thinking and study skills. The list of approved “a-f” courses is updated annually by the UC Office of the President based on information provided by each high school.

Both UC and CSU accept courses on the “a-f” list completed with a grade of C or better. In addition, CSU has a visual and performing arts requirement. The chart on page 27 of the Administrative Manual gives a brief summary of the respective course requirements for UC and CSU admissions.

Line 25 is a subset of line 24. The number in each column in line 25 must be equal to or less than the number above it in line 24.

High School Graduates Completing a Vocational Education Sequence of Courses.

In line 26 report, by gender and racial/ethnic designation, the number of high school graduates who have also completed a vocational education sequence of courses.

In accordance with local district board policy, each district determines the number of vocational education courses that constitute a local vocational education sequence, the requirements for completion, and the minimum passing grade requirement. A vocational education sequence of courses, based on local policy, could include:

Courses commonly taught in Agriculture Education, Business Education (Marketing), Business Education (Office), Health Careers Education, Consumer and Homemaking Education, Home Economics-related Occupations, Industrial and Technology Education and Work Experience Education at the comprehensive high school;

Regional Occupational Centers/Programs (ROC/P), (a program whereby high quality vocational, technology, and occupational opportunities can be extended to existing high school vocational programs for students who are minimally 16 years old);

Community Classrooms (an instructional methodology which expands classroom instruction through unpaid on-the-job experiences);

Cooperative Vocational Education (an instructional methodology which correlates classroom instruction with paid on-the-job experience);

Work Experience Education (a program coordinated by school employees and including the employment of pupils in part-time jobs selected or approved as having educational value for them); and

Partnership Academies (a career-oriented program with the direct involvement of local employers to provide students with employable skills.)

Buttons:

Exit - This button will save any updates you have made and return you to the “Select SIF” screen.

Previous Section – Go to the previous section (tab).

Next Section – Go to the next section (tab).

Courses - Section D

This section is comprised of four rows, each separated into gender and racial/ethnic designation categories. The rows are used to enter enrollment in selected high school courses.

The current column is indicated in the top right. You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the Alt + Section Letter (for example Alt + B for section B).

D. Enroll. in Selected High School Courses - (gr. 7-12)																	
Section label	Male								Female								
	a-Ind	b-Asn	c-PI	d-Fil	e-His	f-Blk	g-WWh	h-Mu	i-Ind	j-Asn	k-PI	l-Fil	m-Hi	n-Blk	o-WWh	p-Mu	q-T
27. Int Alg																	
28. Adv Math																	
29. Chemistry																	
30. Physics																	

Enrollment in Selected Courses

(Grades 7-12 only)

In line 27-30 report, by gender and racial/ethnic designation, the number of students enrolled in the listed courses on Information Day. If your district offers these courses at a different time of year, and the students have been pre-enrolled, include these students in this section. Students on block scheduling should not be reported more than once on each line.

Intermediate Algebra/Algebra II corresponds to Assignment Codes 2404 and 2408.

Other 3rd- or 4th-year advanced mathematics correspond to Assignment Codes 2406, 2407, 2409 through 2417, 2427, 2480, 2481, 2483, 2461, 2462 and 2463. Note: 2418 should be included if an advanced course content is offered.

Chemistry and Physics correspond to Assignment Codes 2607, 2613, 2671, 2672, 2673, 2661,

2662 only and not to advanced courses in these subject areas. Note: 2626, 2627, 2628, and 2629 should be included if introductory Chemistry or Physics is the primary content of the course.

Buttons:

Exit - This button will save any updates you have made and return you to the “Select SIF” screen.

Previous Section – Go to the previous section (tab).

Next Section – Go to the next section (tab).

Vocational Education Enrollment - Section E

This section is comprised of one row, each separated into gender and racial/ethnic designation categories. The row is used to enter enrollment counts for vocational education.

The current column is indicated in the top right. You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section’s tab or press the Alt + Section Letter (for example Alt + B for section B).

Edit SIF -

[A](#)
[B](#)
[C](#)
[D](#)
[E](#)
[F](#)
[G](#)
[H](#)
[I](#)
[J](#)
[K](#)
[Contact](#)

E. Vocational Education Enrollment - (gr. 9-12) Column: American Indian or Alaska Native

	Male								Female								
Section label	a-Ind	b-Asn	c-Pl	d-Fil	e-His	f-Blk	g-Wht	h-Mult	i-Ind	j-Asn	k-Pl	l-Fil	m-His	n-Blk	o-Wht	p-Mult	q-Tota
31. Voc Ed	0																

School Information Form (SIF)

(Grades 9-12 only)

Buttons:

Next Section – Go to the next section (tab).

The current column is indicated in the top right. You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the Alt + Section Letter (for example Alt + B for section B).

31

Dropouts (2000-2001)

In lines 32-37 report the number of dropouts by gender and racial/ethnic designation. Refer to the Glossary of Terms for the definition of a dropout and further clarification.

Please pay special attention when recording the number of dropouts for grades 7 and 8. Although these data have been collected in the past, they have not typically been included in dropout reports. In the future, dropout data for grades 7 and 8 will be used more frequently.

Districts should report the number of 2000-2001 dropouts at the school from which they dropped out. This year each district was provided with a School Information Form for those high schools and middle schools in their district that closed after October 4, 2000. These "closed school" School Information Forms should only be used to report prior year (2000-2001) dropout data and/or graduate data.

Buttons:

Exit - This button will save any updates you have made and return you to the "Select SIF" screen.

Previous Section - Go to the previous section (tab).

Next Section - Go to the next section (tab).

Alternative Education - Section G

This section is used to enter data for K-8 and 9-12 enrollment in **alternative education**.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the Alt + Section Letter (for example Alt + B for section B).

G. Alternative Education		
Types of Programs/Educational Options	Enrollment	
	K-8	9-12
1. Continuation classes (see definition)	1	
2. Community/experience based		
3. Opportunity		
4. Magnet Program		
5. Pregnant/parenting (see definition)		
6. Independent Study (not adult)		
7. Other		
8. Number of graduates meeting high school requirements through Independent Study (2000-2001)		

Alternative Education

In lines 1-8 report the enrollment for each type of alternative education and the number of graduates meeting high school requirements through independent study. Refer to the Glossary of Terms for further instructions.

Buttons:

Exit - This button will save any updates you have made and return you to the “Select SIF” screen.

Previous Section – Go to the previous section (tab).

Next Section – Go to the next section (tab).

Technology - Section H

This section is used to enter data for technology usage.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section’s tab or press the Alt + Section Letter (for example Alt + B for section B).

Edit SIF -

A B C D E F G **H** I J K Contact

H. Technology

1. How many computers does the school have that are used for instructionally-related purposes? If none, enter "0."

2. Of those computers in question number 1 above, how many have a CD-ROM? If none, enter "0." (Must be less than or equal to answer from question number 1 above.) Check if unknown. ☐

3. How many classrooms have access to the Internet through at least one computer? If none, enter "0." (Must be less than or equal to answer from question number 1 above.)

4. Of those classrooms in question number 3 above, how many are connected to a Wide Area Network (WAN)? If none, enter "0." (Must be less than or equal to answer from question number 3 above.) Check if unknown. ☐

School Information Form (SIF)

Computers Used for Instructionally-Related Purposes

In line 1 report the number of computers owned or leased by the school which are used for direct instruction, curriculum development, classroom management, preparation of instructional

materials, or similar activities. The count should include computers used for instructionally-related purposes that may not be located at the school site (i.e., computers loaned to teachers or students for work at home or at other locations). If there are no computers, enter “0.” If your school does not provide this count, we will assume the answer is “0.”

In line 2 report the number of computers used for instructionally-related purposes that have a CD-ROM. This number is a subset of the prior count of computers used for instructionally-related purposes, and may never be larger than the prior count. If there are none, enter “0.” Check the box indicating “unknown” if you cannot provide the data. If your school does not complete this question, we will assume the answer is “unknown.”

Internet Access

In line 3 report the number of classrooms or other instructional settings at the school (such as computer lab, library, or career center) with an Internet connection. This connection may include either:

- 1) access through a modem by dialing an Internet provider; or
- 2) access through a network of computers that has Internet access

Count each classroom, instructional setting, or computer lab only once, even if the classroom has more than one computer with Internet access. If there are no classrooms with Internet access, please enter “0.” If your school does not provide this count, we will assume the answer is “0”.

In line 4 report the number of classrooms with Internet access that are connected to a Wide Area Network (WAN). This number is a subset of the prior count of classrooms or other instructional settings at the school with an Internet connection, and may never be larger than the prior count. Refer to the Glossary of Terms for the definition of “Wide Area Network.” If there are none, enter “0.” Check the box indicating “unknown” if you cannot provide the data. If your school does not complete this question, we will assume the answer is “unknown.”

Buttons:

Exit - This button will save any updates you have made and return you to the “Select SIF” screen.

Previous Section – Go to the previous section (tab).

Next Section – Go to the next section (tab).

Class Size Reduction - Section I

This section is used to enter data for the **class size reduction** program.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the Alt + Section Letter (for example Alt + B for section B).

Edit SIF -

A B C D E F G H I J K Contact

I. K-3 Class Size Reduction

For each grade level, check the option(s) in which the school participates even if only some of the students at a grade level participate. If one grade level uses both Option 1 and Option 2, check both boxes. See Administrative Manual for definitions.

Kindergarten	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2
Grade 1	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2
Grade 2	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2
Grade 3	<input checked="" type="checkbox"/> Option 1	<input type="checkbox"/> Option 2

School Information Form (SIF)

Previous section Next section Exit

If your school participates in class size reduction, check the type of option(s) in which the school participates for grades kindergarten through grade 3. For each grade level, check the option(s) in which the school participates even if only some of the students at a grade level participate. If one grade level uses both option 1 and option 2, check both boxes.

Buttons:

Exit - This button will save any updates you have made and return you to the “Select SIF” screen.

Previous Section – Go to the previous section (tab).

Next Section – Go to the next section (tab).

Educational Calendar - Section J

This section is used to enter data for the school's **educational calendar**.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the Alt + Section Letter (for example Alt + B for section B).

Edit SIF - Crest High (2222222)

A B C D E F G H I J K Contact

J. Educational Calendar

1. Check the type of calendar on which your school operates. A traditional calendar will be assumed if this section is not filled out.

☒ Traditional ☒ Single-track ☐ Multitrack

2. For single-track or multitrack only, check one of the year-round calendars listed below

☐ 60/20 ☐ Concept 6
☒ 60/15 ☐ Modified Concept 6
☐ 90/30 ☐ Custom Calendar
☐ 45/15

School Information Form (SIF) Previous section Next section Exit

Report the type of calendar on which your school operates. Do not report both single-track and multi-track for a single school site. If any part of the school is year-round, check single-track or multi-track. If your school does not complete this section, we will assume that your school is on a traditional calendar. In the Glossary of Terms, refer to “Educational Calendar” for the definitions of single-track, multi-track, and the types of year-round calendars.

Buttons:

Exit - This button will save any updates you have made and return you to the “Select SIF” screen.

Previous Section – Go to the previous section (tab).

Next Section – Go to the next section (tab).

Health Centers - Section K

This section is used to enter data for **school-linked** and **school-based** health centers.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the Alt + Section Letter (for example Alt + B for section B).

The screenshot shows a software window titled "Edit SIF". At the top is a menu bar with tabs labeled A, B, C, D, E, F, G, H, I, J, K, and a "Contact" button. Tab K is currently selected. Below the menu bar, the section is titled "K. Health Centers". The main content area contains two items, each with a checkbox and a description:

- ☐ 1. Check here if your school has a school-based health center (SBHC). See Administrative Manual for definition.
- ☐ 2. Check here if your school has a school-linked health center (SLHC). See Administrative Manual for definition.

At the bottom of the window, there is a status bar. On the left, it says "School Information Form (SIF)". In the center, there are two buttons: "Previous section" and "Next section". On the right, there is an "Exit" button.

If your school has a school-based health center or a school-linked health center, check the appropriate box. If your school does not have a health center, leave the section blank. Many schools receive regular services from a credentialed school nurse. These services, on their own, do not qualify as either a school-based or school linked health center. Refer to the Glossary of Terms for further definitions.

Buttons:

Exit - This button will save any updates you have made and return you to the "Select SIF" screen.

Previous Section – Go to the previous section (tab).

Next Section – Go to the next section (tab).

Contacts

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the Alt + Section Letter (for example Alt + B for section B).

The screenshot shows a window titled "Edit SIF -". At the top, there is a row of tabs labeled A, B, C, D, E, F, G, H, I, J, K, and "Contact". The "Contact" tab is currently selected. Below the tabs, the "Contact Information" section is displayed. It contains four text input fields arranged in a 2x2 grid:

- Top-left: "Name of person completing form" with a text box containing the letter "I".
- Top-right: "Telephone" with a text box containing "(555) 555-5555".
- Bottom-left: "Title" with an empty text box.
- Bottom-right: "Extension" with an empty text box.

At the bottom of the window, there is a status bar with the text "School Information Form (SIF)" on the left and three buttons: "Previous section", "Next section", and "Exit" on the right.

Buttons:

Exit - This button will save any updates you have made and return you to the "Select SIF" screen.

Previous Section - Go to the previous section (tab).

Next Section - Go to the next section (tab).

Edit County/District Information Form (CDIF)

Use this selection to add/update data on the County/District Information Form. There are four buttons you may use to edit the data. Each of the sections of the form (Sections A – G) can be accessed through the tabs on the top of the data entry form.

The button options include:

Previous section – Used to return to the previous section(s).

Next section - Used to advance to the next section(s).

Save/Exit - Used to save changes and return to Main Menu.

General Instruction

General Instructions

- ?? Complete only one County/District Information Form.
- ?? Report data current as of Information Day unless otherwise directed.
- ?? The superintendent's signature certifies that the data are accurate.
- ?? Make copies for the County Superintendent's Office and for your records as appropriate.
- ?? Send the completed form to Genesis Data Inc.
- ?? Refer to the CBEDS Coordinator's Checklist (page 17 of the Administrative Manual) for instructions for assembling and returning documents.

Special Instructions

- ?? County Offices. Report information only for students and staff in programs administered by the county office. Do not aggregate or duplicate district data.
- ?? District Offices. Do not aggregate or duplicate information reported on a school report.

Edit CDIF -

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [Contact](#)

A. Number of Classified Staff

Current Column: Male - American Indian or Alaska Native

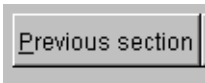
Section label	Male						Female						Tot			
	a-Ind	b-Asn	c-PI	d-Fil	e-His	f-Blk	g-Whit	h-Mult	i-Ind	j-Asn	k-PI	l-Fil		m-His	n-Blk	o-Whit
1. Parapro Full-T	0															
2. Parapro Part-T																
3. Office/Cler Full-T						1	3			1					16	21
4. Office/Cler Part-T															2	2
5. Other Classif Full-T			1			2		13		1					4	21
6. Other Classif Part-T													4		26	30

CDIF

[Previous section](#) [Next section](#) [Save/Exit](#)

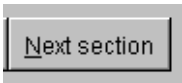
Previous Section

This button will display the previous section of the form for you. If you are on the first section (Section A), the last section (Section G) will be displayed. You may also access this button through the shortcut Alt + N.



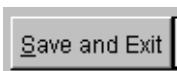
Next Section

This button will display the next section of the form for you. If you are on the last section (Section G), the first section (Section A) will be displayed. You may also access this button through the shortcut Alt + P.



Save/Exit

This button will save all the data changes that have been made to the entire CDIF form, close the CDIF data entry screen and return the user to the main menu. You may also access this button through the shortcut Alt + S.



Classified Staff - Section A

This section is comprised of six rows, each separated into gender and racial/ethnic designation categories. The first section (rows 1 – 2) is used for entering full-time and part-time counts of **paraprofessionals**. The second section (rows 3 – 4) is used for entering full-time and part-time counts of office/clerical staff. The third section (rows 5 – 6) is used for entering full-time and part-time counts of other **classified staff**.

The current column is indicated in the top right. You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the Alt + Section Letter (for example Alt + B for section B). You may also use the "Previous Section" or "Next Section" button.

You may save the data you have entered on the entire CDIF form by pressing the "Save/Exit" button.

Edit CDIF -

A **B** **C** **D** **E** **F** **G** **Contact**

A. Number of Classified Staff

Current Column: Male - American Indian or Alaska Native

Section label	Male								Female								Tot
	a-Ind	b-Asn	c-PI	d-Fil	e-His	f-Blk	g-Whit	h-Multi	i-Ind	j-Asn	k-PI	l-Fil	m-His	n-Blk	o-Whit	p-Multi	
1. Parapro Full-T	0																
2. Parapro Part-T																	
3. Office/Cler Full-T						1	3			1					16		21
4. Office/Cler Part-T															2		2
5. Other Classif Full-T			1			2		13		1					4		21
6. Other Classif Part-T													4		26		30

CDIF

Previous section **Next section** **Save/Exit**

Number of Classified Staff - CDIF

Report in lines 1-6, by type, gender, and racial/ethnic designation, the number of full-time and part-time classified employees assigned to the district office or county office of education. Do not report adult education, ROP, or children's center/preschool classified staff. To be considered full-time, classified staff must work a minimum of six hours daily or not less than thirty hours a week. Refer to the Glossary of Terms for definitions of "racial/ethnic designation", "paraprofessional", and "other classified staff".

?? Single school districts report all classified staff on the School Information Form.

Gifted and Talented Education (GATE)- Section B

This section is comprised of sixteen cells, separated into gender and ethnic group categories. Enter the count of **GATE** students by gender and ethnicity. As you move from cell to cell, the "Total GATE students" cell is automatically recalculated.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the Alt + Section Letter (for example Alt + B for section B). You may also use the "Previous Section" or "Next Section" button.

You may save the data you have entered on the entire CDIF form by pressing the "Save/Exit" button.

Edit CDIF - Sand Dunes Unified (59-12345)

A B C D E F G Contact

B. Gifted and Talented Education (GATE)

Male								Female							
Amer. Ind./Alaska Native								Amer. Ind./Alaska Native							
Pac. Asian Island.								Pac. Asian Island.							
Hisp./Filipino Latino								Hisp./Filipino Latino							
African Ameri-can								African Ameri-can							
Mult./White NA								Mult./White NA							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total GATE students <input type="text" value="0"/>															

CDIF

Report, by racial/ethnic designation, the numbers of pupils identified as gifted and talented in the district, regardless of whether or not these pupils are participating in the gifted and talented education (GATE) program (line 7 of the CDIF). Gifted and talented pupils who have transferred from another district and who have been identified by the receiving district as gifted and talented should be included in the count. Refer to the Glossary of Terms for the definition of “Gifted and Talented Education”.

Adult Education - Section C

Report the unduplicated count of full-time and part-time adult education certificated and classified employees by category in columns b and c of lines 1-4.

	No. Full-time	No. Part-time
15. Adult Education Teachers	<input type="text"/>	<input type="text"/>
16. Adult Ed. Pupil Services	<input type="text"/>	<input type="text"/>
17. Adult Ed. Administrators	<input type="text"/>	<input type="text"/>
18. Adult Ed. Classified Staff	<input type="text"/>	<input type="text"/>

CDIF

Previous section Next section Save/Exit

Service Learning/Community Service - Section D

Enter a “Y” for Yes or “N” for No, to indicate if your school has “service learning” or “community service”.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section’s tab or press the Alt + Section Letter (for example Alt + B for section B). You may also use the “Previous Section” or “Next Section” button.

You may save the data you have entered on the entire CDIF form by pressing the “Save/Exit” button. If you wish to cancel all data entry on the CDIF form, press the “Cancel/Exit” button.

The screenshot shows a window titled "Edit CDIF -". At the top, there are tabs labeled A, B, C, D, E, F, G, and Contact. The "D" tab is selected. The main area is titled "D. Service Learning/Community Service". It contains the text: "Does the district have a school board policy that provides opportunities such that all students will participate in either of the following". Below this text, there are two columns. The left column is labeled "Service Learning" and has a checkbox next to the text "Yes or No (Y/N)". The right column is labeled "Community Service" and has a checkbox next to the text "Yes or No (Y/N)". At the bottom left, there is a blue "CDIF" logo. At the bottom right, there are three buttons: "Previous section", "Next section", and "Save/Exit".

This section is to be completed by all school districts. Check the appropriate box to indicate if the district has a school board policy that provides opportunities such that all students will participate in service learning and/or community service.

If this section is left blank, we will assume your answer is "no".

Teacher Shortage and Demand - Section E

Enter the estimated number of hires for the 2002-03 for each of the subject areas.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the Alt + Section Letter (for example Alt + B for section B). You may also use the "Previous Section" or "Next Section" button.

You may save the data you have entered on the entire CDIF form by pressing the "Save/Exit" button.

E. Teacher Shortage and Demand			
Subject Areas	Estimated number of Hires for 2002-2003	Subject Areas	Estimated number of Hires for 2002-2003
1. Agriculture	1. <input type="text"/>	10. Physical Education	10. <input type="text"/>
2. Art	2. <input type="text"/>	11. Physical Science	11. <input type="text"/>
3. English / Drama	3. <input type="text"/>	12. Reading	12. <input type="text"/>
4. Business	4. <input type="text"/>	13. Social Science	13. <input type="text"/>
5. Foreign Lang	5. <input type="text"/>	14. Trades	14. <input type="text"/>
6. Home Econ	6. <input type="text"/>	15. Special Education	15. <input type="text"/>
7. Life Science	7. <input type="text"/>	16. Bilingual Ed.	16. <input type="text"/>
8. Mathematics	8. <input type="text"/>	17. Self-contained	17. <input type="text"/>
9. Music	9. <input type="text"/>	18. Other	18. <input type="text"/>

CDIF - 2001

Report the projected or estimated number of teachers to be hired for the 2002-2003 school year to fill new positions or vacated positions. A vacated position occurs if a teacher is expected to retire, resign, transfer, or begin a leave of absence. Do not include teachers expected to remain with the district in a new specialization.

Report information about classroom teaching positions and specialist positions, including those funded by local, state, or federal monies. Do not include administrative, guidance, media, library, health service, or non-certificated positions in "other specializations."

High School Grad Req - Section F

Enter the high school graduation requirements for each of the subject areas. The “Total Units Needed for Graduation” will automatically be calculated. Also enter data into rows 14 – 19 as appropriate.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section’s tab or press the Alt + Section Letter (for example Alt + B for section B). You may also use the “Previous Section” or “Next Section” button.

You may save the data you have entered on the entire CDIF form by pressing the “Save/Exit” button.

Edit CDIF -

A B C D E F G Contact

F. High School Grad. Rqmts. (2001-2002)

1. English

2. Visual and Performing Arts

3. Foreign Language

4. Foreign Lang or Visual Perf Arts

5. Health

6. History-Social Science

7. Mathematics

8. Physical Education

9. Science

10. Community Service

11. Electives

12. Other Requirements

13. Total Units Needed for Graduation: 0.0

14. A one year course equivalent to:

Mathematics needed for graduation

15. Algebra I or Integrated Mathematics I (college preparatory)

16. Geometry or Integrated Mathematics II (college preparatory)

17. Algebra II or Integrated Mathematics III (college)

18. Probability and Statistics or Data Analysis

Laboratory Science needed for graduation

19. Laboratory Science

CDIF - 2001

For your district’s 2002 graduates, report the minimum number units required in each subject, the total number of units needed for graduation in line 13, and the number of units in a one year course in line 14. In addition to the minimum graduation requirements, if your district’s graduation requirements include any of the specific mathematics and/or science subjects listed, report those units in the spaces provided.

Student Interdistrict Transfer - Section G

Enter the number of Student **Interdistrict transfers**.

When you wish to advance to the next section, you may click on the desired section's tab or press the Alt + Section Letter (for example Alt + B for section B). You may also use the "Previous Section" or "Next Section" button.

You may save the data you have entered on the entire CDIF form by pressing the "Save/Exit" button. If you wish to cancel all data entry on the CDIF form, press the "Cancel/Exit" button.

The screenshot shows a software window titled "Edit CDIF - Sand Dunes Unified (59-12345)". At the top, there is a tabbed interface with tabs labeled A, B, C, D, E, F, G, and Contact. Tab G is currently selected. The main content area of the window is titled "G. Student Interdistrict Transfer". It contains the following text: "The districts receiving the interdistrict transfers should report the total number of students who are interdistrict transfers as of Information Day. If none, enter '0'. See Administrative Manual for definition." To the right of this text is a small, empty rectangular input field. At the bottom of the window, there is a footer area containing the "CDIF" logo on the left and three buttons: "Previous section", "Next section", and "Save/Exit".

The district receiving the interdistrict transfers should report the total number of student interdistrict transfers from other California school districts as of October 3, 2001 (Information Day) regardless of the length of time the student has attended your district. Do not include student transfers from out-of-state school districts in Arizona, Oregon, and Nevada. Refer to the Glossary of Terms for further definitions.

Contact

Enter the contact name, title, phone number, and extension.

You may use the arrow keys, the mouse, the enter key, or the tab key to advance the cursor to the desired cell. When you wish to advance to the next section, you may click on the desired section's tab or press the Alt + Section Letter (for example Alt + B for section B). You may also use the "Previous Section" or "Next Section" button.

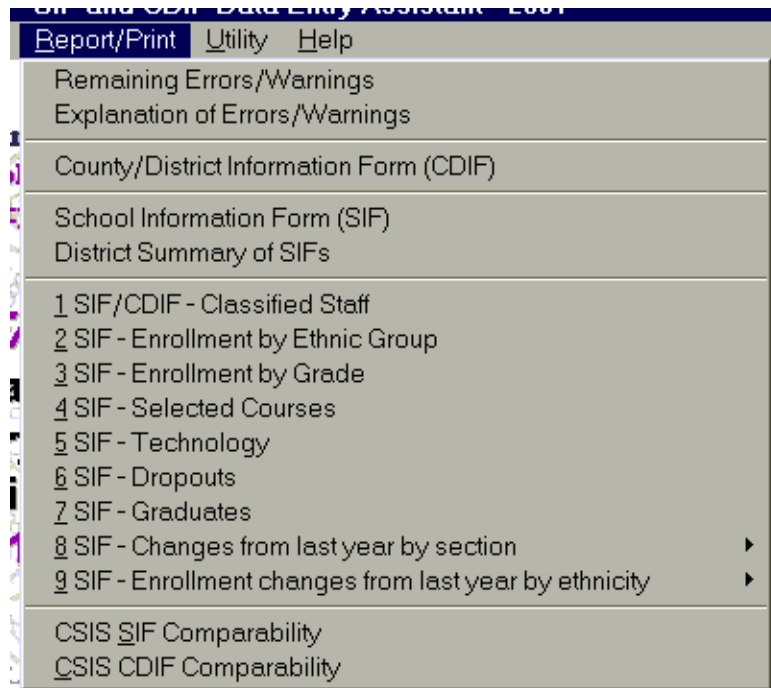
You may save the data you have entered on the entire CDIF form by pressing the "Save/Exit" button.

The screenshot shows a software window titled "Edit CDIF -". At the top, there is a horizontal tab bar with tabs labeled A, B, C, D, E, F, G, and "Contact". The "Contact" tab is currently selected. Below the tabs, the main area is titled "Contact Information". It contains four input fields arranged in a 2x2 grid: "Name of person completing form", "Telephone", "Title", and "Extension". The "Telephone" field has a small icon of a telephone handset and a hyphen. At the bottom of the window, there is a "CDIF" logo on the left and three buttons: "Previous section", "Next section", and "Save/Exit".

Report

Report Pull Down Menu

The report pull-down menu has the following options.



Remaining Errors/Warnings

This option is used to display a list of all schools with one or more Errors or Warnings. A brief explanation of each error/warning is also included. All errors must be resolved before data can be submitted to Genesis Data Inc..

When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.



Explanation of Errors/Warnings

This option is used to display a list of all the error checks that are run against each SIF and CDIF record. There are two types of error checks, Errors and Warnings. Any errors will prevent the system from allowing you to submit your data. Warnings do not prevent the submission of data. The report includes the error title and more detailed information about how the error check is performed.

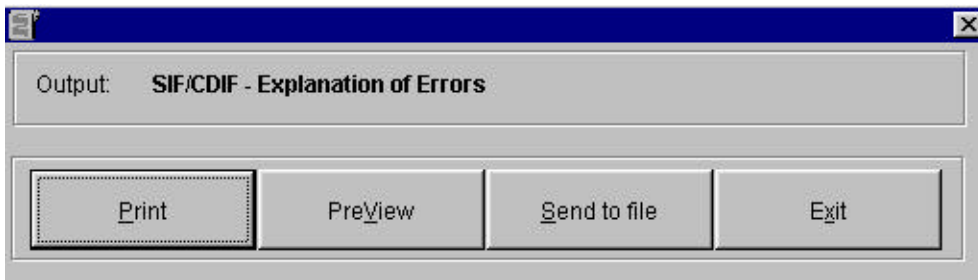
When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.



County/District Information Form (CDIF)

This option is used to print a CDIF form

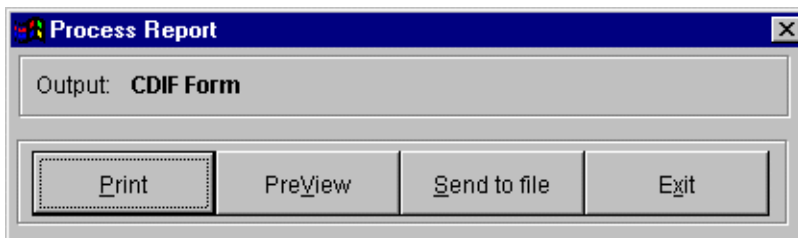
When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

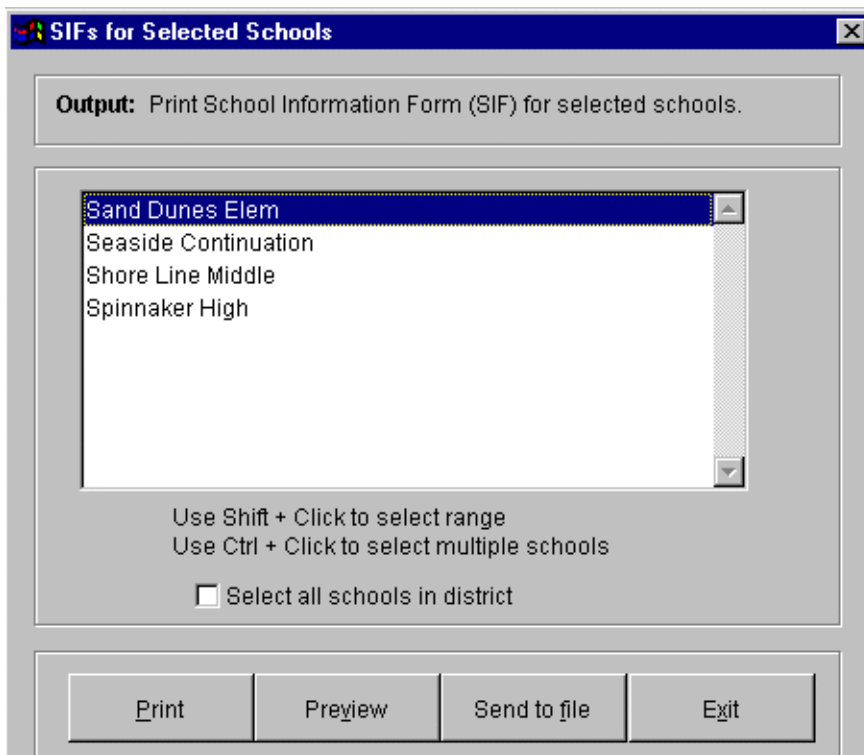
Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.



School Information Form (SIF)

This option is used to print a SIF form for selected school records. When this option is selected, a screen listing all the schools in your district is displayed in school name order. You may select one school, a range of SIFs (using the mouse along with Shift + Click), or multiple selections (using the mouse and Ctrl + Click).



When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.

District Summary of SIFs

This option is used to print a District Summary form that contains all the sections of the SIF with total counts for all schools aggregated to the district level.

When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.



SIF/CDIF – Classified Staff

This option is used to print the total numbers of paraprofessional, clerical, and other classified staff in each school.

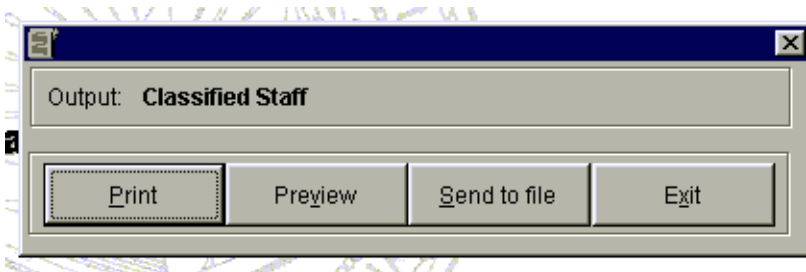
When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.



SIF - Enrollment by Ethnic Group

This option is used to print an Enrollment by Ethnic Group report that includes a listing of each school in the district with total enrollment counts and percents for each school for each racial/ethnic designation.

When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.



SIF - Enrollment by Grade

This option is used to print a report that includes the total number of students enrolled in each grade within each school.

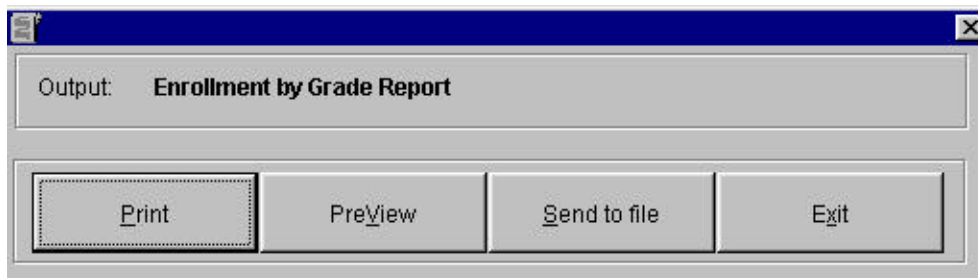
When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

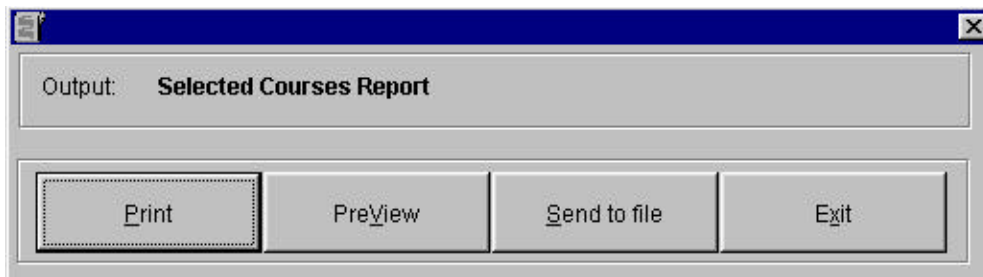
Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.



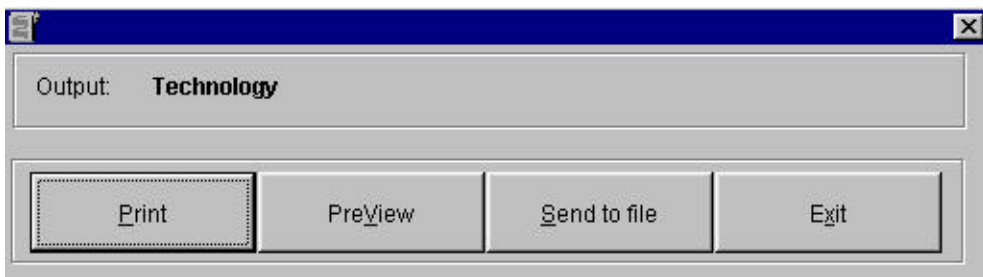
SIF - Selected Courses

This option is used to print a report that lists the number of students, the percentage of change from previous year, and the percentage of 11th and 12th grade students enrolled in the following courses: Intermediate Algebra; Advanced Math; Chemistry 1st Year; and Physics – 1st Year.



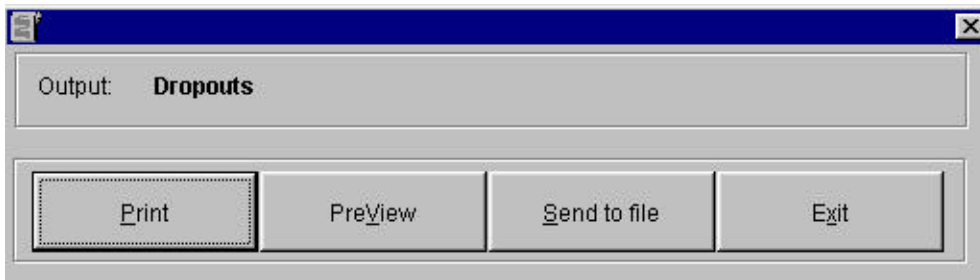
SIF - Technology

This option is used to print a report that lists each school's enrollment, computers used for instruction, students per computer, computers with CD, students per computers with CD, classrooms with Internet connection, and classrooms with Internet connection and connected to WAN.



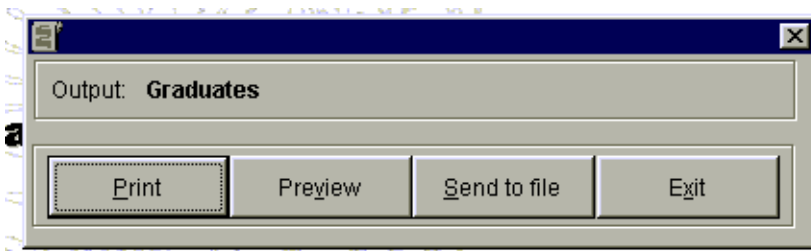
SIF - Dropouts

This option is used to print a report that lists each school's enrollment and dropout totals as well as the 1 year and 4 year dropout rates.



SIF - Graduates

This option is used to print a report that illustrates each school's previous year's 12th grade enrollment, number of graduates, graduates meeting UC/CSU requirements, and graduates completing a voc ed sequence of courses.



SIF Changes from Last Year by Section

Changes from last year to this year, by section, are available either at the district-level or school-level.

When you have made your selection(s) you have the option to:

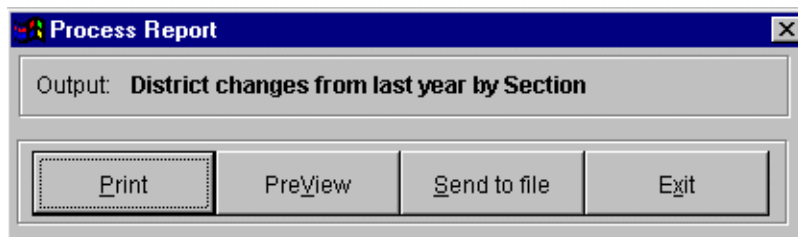
Print – Send form to printer.

Preview – Preview the form on the screen.

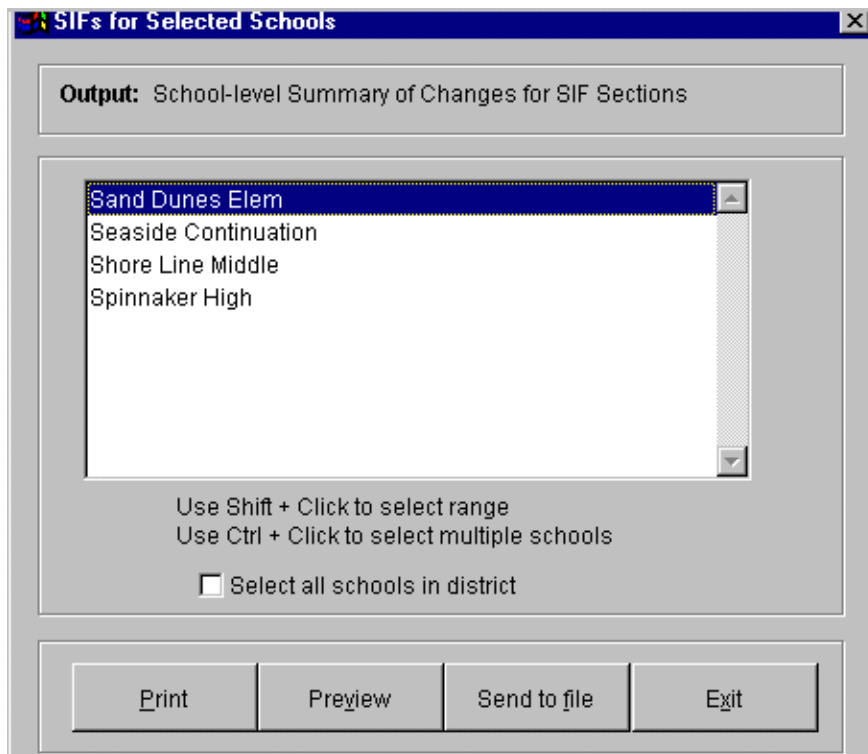
Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.

District-level report:



School-level report: (requires selection of one or more schools)



SIF Enrollment Changes from Last Year by Ethnicity

A comparison of enrollment changes from last year to this year, by racial/ethnic designation, is available either at the district-level or school-level.

When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

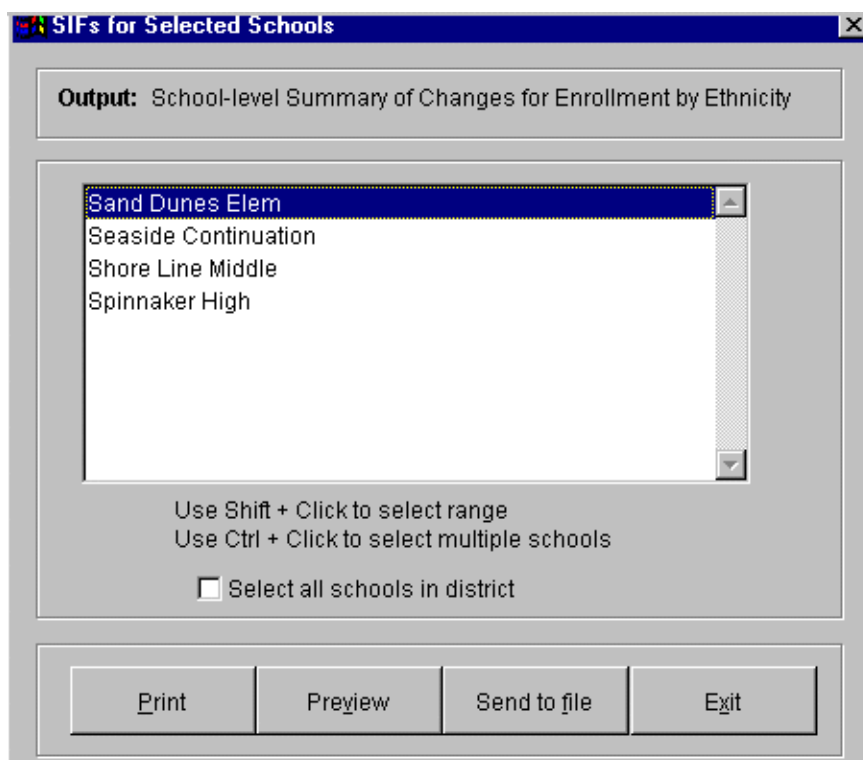
Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.

District-level report:



School-level report: (requires selection of one or more schools)



CSIF SIF Comparability

This report provide SIF information that can be used if you district is participating in CSIS. The data is used during the comparability testing.

When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

Send to file – Send text from form to unformatted ASCII file.

Exit – Return to main menu.

The screenshot shows a software window titled "CSIS SIF Comparability Report for Selected Schools". Inside the window, there is a section labeled "Output: Print SIF CSIS Comparability Report". Below this, a list box contains the following items: "Elementary Elementary", "High High", "Middle Middle", and "Community High (Cont.)". The "Elementary Elementary" item is currently selected. Below the list box, there are instructions: "Use Shift + Click to select range" and "Use Ctrl + Click to select multiple schools". There is also a checkbox labeled "Select all schools in district" which is currently unchecked. At the bottom of the window, there are four buttons: "Print", "Preview", "Send to file", and "Exit". The "Preview" button is highlighted with a dashed border.

CSIS CDIF Comparability

This report provide CDIF information that can be used if you district is participating in CSIS. The data is used during the comparability testing.

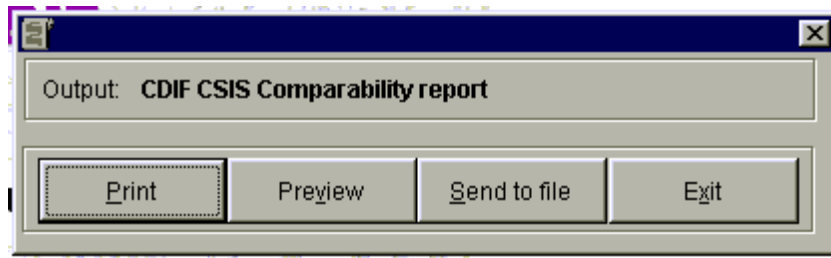
When you have made your selection(s) you have the option to:

Print – Send form to printer.

Preview – Preview the form on the screen.

Send to file – Send text from form to unformatted ASCII file.

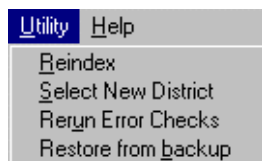
Exit – Return to main menu.



Utility

Utility Pull Down Menu

The utility pull-down menu has the following options.

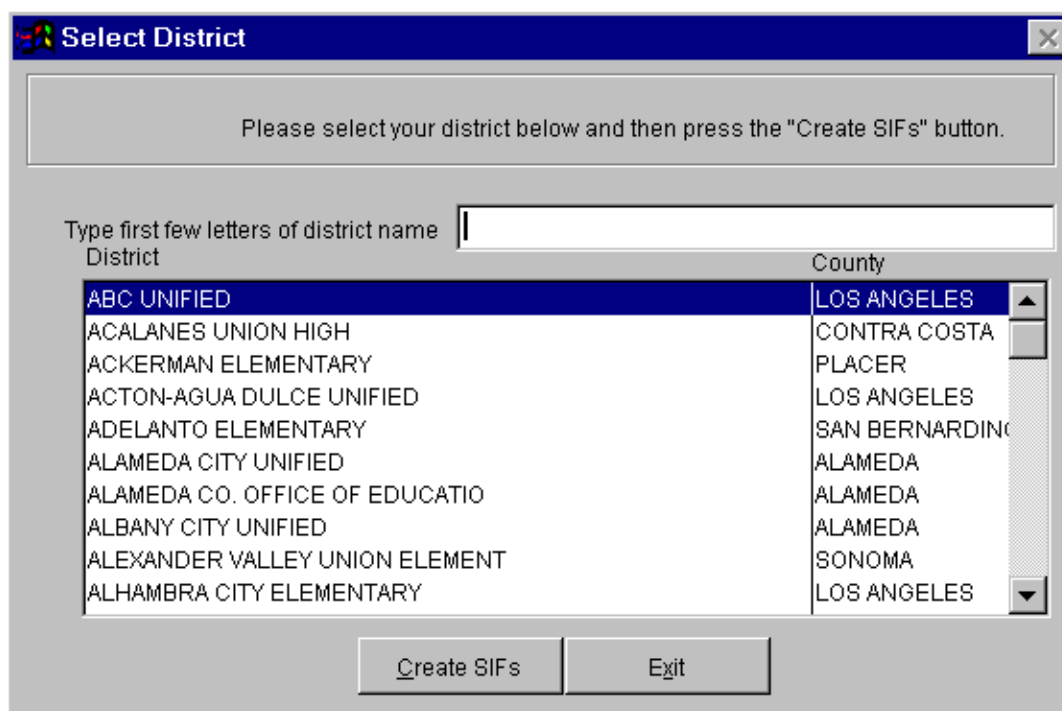
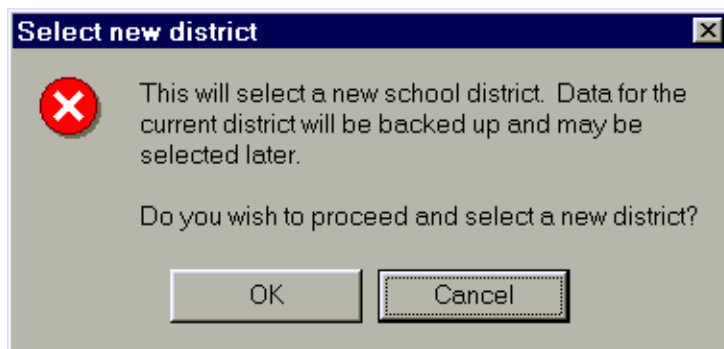


Reindex

This option will rebuild index files that are used by the SIF/CDIF software to sort the data that have been entered. You will not usually need to use this option as index files are only rarely corrupted.

Select New District

This option will allow you select a different district than the one you originally selected. If you use this option, the data for the current data will be backed up and will be available the next time you use the “Select new district” option.

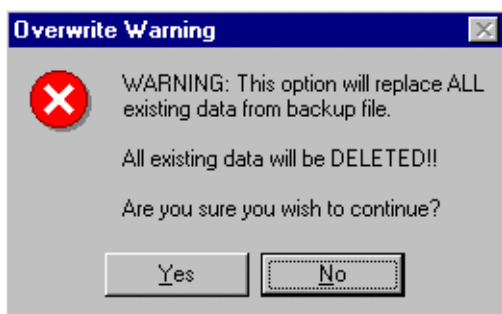


Rerun Error Checks

This option will erase all the errors and re-run all the error checks. You will not usually need to use this option as the errors are maintained through normal update process.

Restore from Backup

This option allows the user to restore a file that was created when the user left the program and chose to back up the data files. The data that was saved during backup are in a slightly different format than the “Export” option and also includes the CDIF data.



Help Menu

Help Pull-down Menu

Three functions are available from the **Help** pull down menu.

These options include:

About – Displays a window that shows the version and release date of the SIF software.

Topics – Starts the SIF help system and displays help topics.

Phone numbers – Displays a window that contains the telephone number and hours available for the Genesis Data Inc. user services desk.

www Educational Demographics – Connects you to the California Department of Education - Demographics Office Homepage.

www CBEDS Software – Connects you to the CBEDS Coordinators web page.



Glossary of Terms

Administrative Employee

An administrative employee is defined as an employee of the district in a position requiring certification but who is not required to provide direct instruction to pupils or direct services to pupils (services such as those provided by a pupil services employee E.C. 41401). This does not include mentor teachers who are to be reported as teachers (E.C. 44496, AB 70, Chapter 1302, 1983 Statute).

Advanced Placement

Advanced Placement (AP) is a program that allows high school students to complete college level coursework. The College Board, sponsor of the program, provides a variety of courses in history, language, science, mathematics, music, and art. Colleges participating in the program may grant college credit or appropriate placement to students who pass the AP examination.

Alternative Education

“Alternative education” is a course of study prescribed by the Education Code, which is different from and is an alternative to conventional or regular instruction (see E. C. § 51225.3 (b)). For the district, it may be mandated (as with a continuation high school) or optional (as with a “magnet,” independent study option, or a partnership academy). For pupils and teachers in an alternative school or program established under the Education Code provisions for alternatives (see E.C. § 58500-58512) participation is always voluntary.

For some other educational alternatives, including continuation and opportunity education, pupil and teacher participation may be involuntary. Alternative education is essentially an alternative to regular schooling. Students may be engaged in more than one alternative concurrently.

The categories within which students in alternative educational programs are to be reported on the School Information Form are discussed below:

“Continuation Classes” are classes, which meet the mandate for continuation education. These classes are maintained for students enrolled in the comprehensive high school or a continuation high school.

“Community/experience based,” means any instructional program that is based in the community, including community service, internship, city (or community) as school, school without walls, and experience or field-based education. Do not include community day schools.

“Opportunity” means an instructional program for pupils-at-risk, with specialized curriculum, counseling, and psychological services for rehabilitation purposes that is not a permanent alternative to regular education. It is typically provided in one classroom with one or more teachers. See E.C. § 48630-48637.

“Magnet” means any program or school within a school designed to attract students away from their school of residence. A magnet school/program is established and operates on the basis of a particular curriculum theme and/or a particular instructional mode or structure, and may or may not be intended for achieving racial balance.

“Pregnancy/Parenting” refers to the total number of identified pregnant/parenting female and expectant/parenting male pupils who receive specialized services (child care, classes, counseling, case management, etc.) through the school or program in which they are enrolled. Count each student only

once.

“Independent study” means an alternative to classroom instruction consistent with the district’s course of study, engaged in voluntarily by the pupil in accordance with the terms and conditions of a written agreement as required by § E.C. 51745-51749.3. The pupils’ study is always under the general supervision of a certificated district teacher.

“Other” means all alternative programs or educational options not encompassed by the preceding categories. “Other” would not include Community Day Schools (E.C. § 48660) since these are separate schools and not programs offered as part of another school. Each Community Day School should have its own CDS code and be reported on its own School Information Form.

“Number of graduates meeting high school requirements through Independent Study” is for reporting the number of students who were engaged in independent study and who either graduated from high school or successfully completed a high school equivalency exam (i.e., GED or CHSPE) during the prior school year. If any of these graduates received a regular high school diploma, they should also be counted on the SIF in Section C, line 24.

Class Size Reduction

If a district implements Option 1 there is one certified teacher for each K-3 class of 20 or fewer students assigned to a separate, self-contained classroom. Students are assigned to this class for the substantial majority of the school day.

If a district implements Option 2 there is one certified teacher for each K-3 class of 20 or fewer students for half of the instructional minutes per day. Reading and mathematics, as a minimum, must be provided during the minutes of reduced size classes.

Classified Employee

A classified employee is defined as an employee of a school district, employed in a position not requiring certification qualifications. In addition to the paraprofessionals and office/clerical staff, “other classified staff” may include custodians, food service staff, bus drivers, business managers, or staff below the level of assistant and deputy superintendents who hold positions not requiring credentials. For CBEDS reporting, do not include preschool, adult education, or ROP classified employees.

County/District offices may use different time periods to qualify employees as full-time. However, for CBEDS reporting, a staff member must work a minimum 30 hours per week to be given full-time status.

Community Service

Community Service means volunteering done in the community. The terms “community service” and “service-learning” are sometimes used interchangeably, but they are distinct concepts. See the definition of “Service-Learning” for further reference.

Dropouts

The California Department of Education defines a dropout for the CBEDS data collection as a person who meets the following criteria:

- ?? was formerly enrolled in grades 7, 8, 9, 10, 11, or 12
- ?? has left school for 45 consecutive school days and has not enrolled in another public or private educational institution or school program
- ?? has not re-enrolled in the school
- ?? has not received a high school diploma or its equivalent
- ?? was under twenty-one years of age
- ?? was formerly enrolled in a school or program leading to a high school diploma or its equivalent

Districts must consider students as potential dropouts, if their 45th day of consecutive non-attendance occurred between the opening day of school in the fall of 2000 and the closing day of school in the spring of 2001. For CBEDS reporting, these students are to be officially reported as dropouts if they have not returned to school by Information Day in October 2001. Thus, students who had left school for more than 45 days, but returned prior to Information Day in 2001, are not to be reported as dropouts.

The Department maintains a policy regarding dropout verification, which accepts documentation other than transcripts as evidence that students, who have left school for more than 45 days, are enrolled in other institutions of higher learning or have received a high school diploma or its equivalent. The documentation must be received from a responsible adult having knowledge of the student's status.

Districts are responsible for determining the status of their "no-show" students. "No-shows" are students who completed any of grades 7 through 11 during the 1999-2000 school year, but who did not begin attending the next grade in the school to which they were assigned or in which they had pre-registered or were expected to attend in the fall of 2000. It is important to verify if no-shows are dropouts or merely attending a school other than the school where they were expected. If you establish that a fall 2000 "no-show" student assigned to your school is a dropout, you are responsible for reporting that student as a dropout on the October 2001 CBEDS report.

If a student is under 21 years of age, transfers to an adult school and is a no show at the adult school, the school that transferred the student should report the student as a dropout. It is the high school's responsibility to determine if the student is enrolled and attending the adult school.

Unless a district has year-round schools, summer school should not be counted as part of the non-attendance days.

See the "Dropout Checklist" in the CBEDS Administrative Manual 2001, for further assistance in determining if a student is a dropout.

Educational Calendar

Single-track Year-Round School. Students follow an educational calendar, which has frequent and shorter vacation periods. The entire student body occupies the facility for on-track sessions, and shares similar vacation schedules during off-track periods.

Multitrack Year-Round School. Students are divided into three to five groups to increase the enrollment capacity of the facility. The three, four or five tracks rotate throughout the year, following an educational calendar, which has frequent and shorter vacation periods. One of the tracks is always on vacation.

60/20 – Under this plan, the school year is divided into three 60-day (12 week) instructional periods and three 20-day (4 week) vacation periods.

60/15 – Under this plan, the school year is divided into three 60-day (12 week) instructional periods and four 15-day (3 week) vacation periods.

90/30 – Under this plan, the school year is divided into two 90-day (18 week) instructional periods and two 30-day (6 week) vacation periods.

45/15 – Under this plan, the school year is divided into four 45-day (9 week) instructional periods separated by four 15-day (3 week) vacation periods.

Concept 6 – The school year is divided into two 80-day (16 week) instructional periods and two 40-day (8 week) vacation periods. This is a three-track calendar.

Custom Calendar – A year-round educational program not described above which has less than eight consecutive weeks of vacation scheduled during the school year.

Racial/Ethnic Designations

The following racial and ethnic designations and definitions have been modified to reflect the new federal standards and more current use. The racial/ethnic designation that most closely reflects the individual's recognition in the community should be used for the purposes of this report. For student enrollment, report each student in only one designation. For each certificated staff, the district may report one or more racial/ethnic designation(s).

American Indian or Alaska Native: A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. On the PAIF, the racial/ethnic designation of Asian is further broken into sub-categories.

African American, not of Hispanic Origin: A non-Hispanic person having origins in any of the black racial groups of Africa.

Filipino: A person having origins in any of the original peoples of the Philippine Islands.

Hispanic or Latino: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Pacific Islander: A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands (excludes the Philippine Islands). On the PAIF, the racial/ethnic designation of Pacific Islander is further broken into sub-categories.

White, not of Hispanic Origin: A non-Hispanic person having origins in any of the original peoples of Europe, North Africa, or the Middle East, e.g., England, Portugal, Egypt, and Iran.

Multiple or No Response: This is not a designation that should be used for local collection of racial/ethnic data from individuals. This designation, probably an interim measure, should be used to report aggregated data from districts that have decided to allow parents or students to identify more than one race or ethnicity or to not make any identification. This designation has been added to provide reporting flexibility to districts that may already be implementing the federal standards. There is no requirement that districts change their racial/ethnic data collection at this time.

Full-time Equivalent (FTE) Employee-Certificated Staff Only

A Local Educational Agency (LEA) may be using different time periods to qualify certificated employees as full-time. However, for CBEDS reporting, a certificated staff member must work a minimum of thirty hours per week to be given full-time equivalent status. The Department expects that most districts will have between thirty and forty hours a week as a minimum requirement for full-time status. Personnel who work less than full time are to be designated by the percentage of time they work. For example, a half-time person is .50 FTE; a quarter-time person is .25 FTE, etc.

Gifted and Talented Education (GATE)

Gifted and talented pupils are defined in the Education Code section 52201 as pupils enrolled in a public elementary or secondary school who are identified as possessing demonstrated or potential abilities that give evidence of high performance capability. High performance capability is defined by each school district governing board. Each district shall use one or more of the following categories in defining the capability: intellectual, creative, specific academic, leadership, high achievement, performing and visual arts talent, or any other criterion proposed by the district and approved by the State Board of Education in the district's GATE application. (Education Code Section 52202)

Grade Level

Grade level is established based on district criteria.

Information Day

On this day, personnel in schools, districts, and county offices of education are requested to provide information regarding school staff, enrollment, and accountability indicators.

Interdistrict Transfers

Interdistrict transfer students are defined as incoming students from a California school district that have voluntarily sought and subsequently received a transfer permit to attend another school district. For CBEDS reporting, the district should report the number of interdistrict transfers that are received by the district.

International Baccalaureate

The International Baccalaureate (IB) is an internationally recognized high school diploma. All IB diploma candidates are required to engage in the study of languages, sciences, mathematics, and humanities in the final two years of high school. Universities may grant college credit or appropriate placement to students who pass the IB examination.

Other Classified Staff

Other classified staff includes all non-certificated staff not reported as “paraprofessionals” or “office/clerical staff,” such as managers, custodians, food service staff, bus drivers, noon duty supervisors, staff below the level of assistant and deputy superintendent, etc.

Paraprofessional

Paraprofessional includes teaching assistants, teacher aides, pupil service aides, and library aides.

Pupil Services Employee

A pupil services employee is defined as an employee of the district in a position requiring a standard designated services credential, health and development credential, or a librarian credential and who performs direct services to pupils (e.g, counselors, guidance and welfare personnel, librarians, psychologists, etc.). Program specialists as defined in Education Code Section 56368 are also to be reported as pupil services employees.

School-Based Health Center

A school-based health center (SBHC) is dedicated to providing a comprehensive, primary care program offering age appropriate primary medical, mental health, disease prevention, health education, and social services. Most services are provided on site on the school campus. SBHCs also provide linkages and referrals to primary care providers.

School-Linked Health Center

A school-linked health center (SLHC) is a comprehensive primary care program offering age appropriate primary medical, mental health, disease prevention, health education, and social services. A SLHC is located near one or more schools, but not on a school campus. SLHCs have formal agreements with one or more districts or schools regarding areas such as referral, confidentiality, and feedback.

Special Education Reporting

Each special education student, (including special day class) should be reported in the grade appropriate to his or her level. This is important because some funding sources use CBEDS enrollment counts from specified grade levels and ungraded students may not be counted. If it is not possible to report a grade level for the special day class students, school districts may report them on CBEDS in either “Ungraded elementary (K–8)” or “Ungraded secondary (9–12)”. Districts should report only those students who are enrolled in kindergarten through grade 12.

Teacher

A teacher is defined as an employee of the school district who holds a position requiring certification and whose duties require direct instruction to the pupils in the school(s) of that district. Mentor teachers are to be reported as teachers. Long-term substitutes may be reported as teachers only if the employees for whom they are substituting are not reported.

Support Teaching Assignment

Instruction provided by a teacher who is not the primary teacher of record for those students. In most cases, this is a teacher who provides instruction to students in multiple classrooms at a school or to multiple schools. This teacher may also provide instruction to small groups of students within a classroom or in another setting. The support teaching assignment codes are intended for elementary teaching assignments. In most cases, the middle and high school teachers should not use these codes to report their assignments.

Teaching Credentials

District Internship: District credential program in which interns participate in preparation that includes staff development, but may or may not include college coursework.

University Internship: University credential program in which the intern is enrolled in the university taking coursework while teaching.

Pre-intern: The pre-internship program sponsored by school districts or county offices is designed to assist and support teachers in meeting subject-matter competence for an internship program or full credential. Employers provide basic training in classroom management, lesson planning, and teaching methods.

Emergency Permit: Requested by an employer on behalf of an individual who does not qualify for a credential or internship but meets minimum certification requirements. The permit holder completes credential requirements through a college or university for renewal. For purposes of this collection, districts are not required to report an authorization for the “30-day emergency permit”.

Waiver: Requested by an employer on behalf of an individual when the employer is unable to find credentialed teachers or individuals who qualify for an emergency permit.

Ungraded Elementary (K-8)

Ungraded elementary means any student in kindergarten through grade 8 in an ungraded program. These may include special education students in special day classes.

Ungraded Secondary (9-12)

Ungraded secondary means any students in grades 9 through 12 (excluding adults) in an ungraded program. These may include special education students in special day classes.

Wide Area Network

This is a network that connects Local Area Networks (LANs) and single computer systems to other systems and other LANs outside the building. Most WANs are connected via the Internet, Bitnet, or other internetworks.

Appendices

Appendix A - SIF File Format

This record format contains 1 record for every school included in the submission. The record length is 2,400 bytes. There is an **alternative record format** that may be used that has two different record types and shorter record lengths.

Start	End	Length	Description	Comments
1	14	14	CDS - Code	
1	2	2	County	Valid County Code
3	7	5	District	Valid District Code
8	14	7	School	Valid School Code
15	152	138	Block 1 – Male American Indian or Alaska Native	
15	78	64	Enrollment	
15	18	4	Kindergarten	0001-9999 or Blank
19	22	4	Grade 1	0001-9999 or Blank
23	26	4	Grade 2	0001-9999 or Blank
27	30	4	Grade 3	0001-9999 or Blank
31	34	4	Grade 4	0001-9999 or Blank
35	38	4	Grade 5	0001-9999 or Blank
39	42	4	Grade 6	0001-9999 or Blank
43	46	4	Grade 7	0001-9999 or Blank
47	50	4	Grade 8	0001-9999 or Blank
51	54	4	Ungr_elem	0001-9999 or Blank
55	58	4	Grade 9	0001-9999 or Blank
59	62	4	Grade 10	0001-9999 or Blank
63	66	4	Grade 11	0001-9999 or Blank
67	70	4	Grade 12	0001-9999 or Blank
71	74	4	Ungr_sec	0001-9999 or Blank
75	78	4	Adults	0001-9999 or Blank
79	90	12	Graduates	
79	82	4	Grad	0001-9999 or Blank
83	86	4	UC/CSU Grads	0001-9999 or Blank
87	90	4	Voc Ed Grads	0001-9999 or Blank

91	106	16	Selected Courses	
91	94	4	Interm Algebra	0001-9999 or Blank
95	98	4	Adv Math	0001-9999 or Blank
99	102	4	Chemistry	0001-9999 or Blank
103	106	4	Physics	0001-9999 or Blank
107	110	4	Vocational Education	0001-9999 or Blank
111	134	24	Dropouts	
111	114	4	Grade 7	0001-9999 or Blank
115	118	4	Grade 8	0001-9999 or Blank
119	122	4	Grade 9	0001-9999 or Blank
123	126	4	Grade 10	0001-9999 or Blank
127	130	4	Grade 11	0001-9999 or Blank
131	134	4	Grade 12	0001-9999 or Blank
135	152	18	Classified Staff	
135	137	3	Parapro – Full	001-999 or Blank
138	140	3	Parapro – Part	001-999 or Blank
141	143	3	Office – Full	001-999 or Blank
144	146	3	Office – Part	001-999 or Blank
147	149	3	Other – Full	001-999 or Blank
150	152	3	Other – Part	001-999 or Blank
153	290	138	Block 2 – Female American Indian or Alaska Native (same layout as block 1)	
291	428	138	Block 3 – Male Asian (same layout as block 1)	
429	566	138	Block 4 - Female Asian (same layout as block 1)	
567	704	138	Block 5 - Male Pacific Islander (same layout as block 1)	
705	842	138	Block 6 – Female Pacific Islander (same layout as block 1)	
843	980	138	Block 7 - Male Filipino (same layout as block 1)	
981	1118	138	Block 8 – Female Filipino (same layout as block 1)	
1119	1256	138	Block 9 – Male Hispanic or Latino	

			(same layout as block 1)	
1257	1394	138	Block 10 – Female Hispanic or Latina (same layout as block 1)	
1395	1532	138	Block 11 – Male African American not Hispanic (same layout as block 1)	
1533	1670	138	Block 12 – Female African American not Hispanic (same layout as block 1)	
1671	1808	138	Block 13 - Male White not Hispanic (same layout as block 1)	
1809	1946	138	Block 14 – Female White not Hispanic (same layout as block 1)	
1947	2084	138	Block 15 - Male Multiple or no Response (same layout as block 1)	
2085	2222	138	Block 16 – Female Multiple or no Response (same layout as block 1)	
2223	2282	60	Alternative Education	
2223	2250	28	Enrollment K-8	
2223	2226	4	Continuation classes	0000-9999 or Blank
2227	2230	4	Community/Experience based	0000-9999 or Blank
2231	2234	4	Opportunity	0000-9999 or Blank
2235	2238	4	Magnet program	0000-9999 or Blank
2239	2242	4	Pregnant/parenting	0000-9999 or Blank
2243	2246	4	Independent Study	0000-9999 or Blank
2247	2250	4	Other	0000-9999 or Blank
2251	2278	28	Enrollment 9-12	
2251	2254	4	Continuation classes	0000-9999 or Blank
2255	2258	4	Community/experience based	0000-9999 or Blank
2259	2262	4	Opportunity	0000-9999 or Blank
2263	2266	4	Magnet program	0000-9999 or Blank
2267	2270	4	Pregnant	0000-9999 or Blank
2271	2274	4	Independent Study	0000-9999 or Blank
2275	2278	4	Other	0000-9999 or Blank
2279	2282	4	Grads_Independent Grads from Independent Study	0000-0000 or Blank

2283	2300	18	Technology	
2283	2286	4	Computer	0001-9999 or Blank
2287	2290	4	CD-Rom	0001-9999 or Blank
2291	2291	1	Unknown CD-ROM	Y=Yes, N=No
2292	2295	4	Internet	0001-9999 or Blank
2296	2299	4	WAN	0001-9999 or Blank
2300	2300	1	Unknown WAN	Y=Yes, N=No
2301	2308	8	Class Size Reduction	
2301	2304	4	Option 1	
2301	2301	1	Kindergarten	Y=Yes, N=No
2302	2302	1	Grade 1	Y=Yes, N=No
2303	2303	1	Grade 2	Y=Yes, N=No
2304	2304	1	Grade 3	Y=Yes, N=No
2305	2308	4	Option 2	
2305	2305	1	Kindergarten	Y=Yes, N=No
2306	2306	1	Grade 1	Y=Yes, N=No
2307	2307	1	Grade 2	Y=Yes, N=No
2308	2308	1	Grade 3	Y=Yes, N=No
2309	2318	10	Educational Calendar	
2309	2309	1	Traditional	Y=Yes, N=No
2310	2310	1	Singletrack	Y=Yes, N=No
2311	2311	1	Multitrack	Y=Yes, N=No
2312	2312	1	60/20	Y=Yes, N=No
2313	2313	1	60/15	Y=Yes, N=No
2314	2314	1	90/30	Y=Yes, N=No
2315	2315	1	45/15	Y=Yes, N=No
2316	2316	1	Concept 6	Y=Yes, N=No
2317	2317	1	Modified 6	Y=Yes, N=No
2318	2318	1	Custom calendar	Y=Yes, N=No
2319	2319	1	School-Based	Y=Yes, N=No
2320	2320	1	School-Linked	Y=Yes, N=No
2321	2350	30	Person's Name	Person completing form

2351	2364	14	Phone Number	
2351	2353	3	Area code	000-999
2354	2360	7	Phone number	0000000-9999999
2361	2364	4	Extension number	0000-9999
2365	2378	14	Blank	Not used
2379	2387	9	PAS	
2379	2382	4	BATCH	Not used
2383	2387	5	SERIAL	Not used
2388	2398	11	BLANK	Not used
2399	2399	1	PROCESS METHOD	D=Diskette I=Internet P=Paper Blank=Could Not Be Determined
2400	2400	1	S	Record Type "S" Capitol Letter

Appendix B - SIF (Short Format A-F) File Layout

[View SIF Short Format G-K File Layout.](#)

This is an alternative record layout that may be used instead of the standard SIF record layout. This record layout contains two different record types. There is 1 record type “2” for every school and for record type “2” there may be up to 37 records per school. This alternative record layout has a much shorter record layout and emulates the layout of the data on the SIF form more closely. When importing data using this format, the **IMPORT FILE** must contain both record types! This record format type was tested last year and is included in the software for the first time in 2001.

Record Type 1

1. For every school, there is one record for every numbered row on Page 1 and 2 of the 2000 School Information Form that has data. Up to **37 records** may be sent for **each school**. (Row 23 does not have to be submitted since it is calculated.) A record for a row does not have to be submitted if there are no data for that row. It is required that at least 1 type 1 record is included.
2. Required fields for type 1 records are SOURCE, YEAR, REC_TYPE, CO_CODE, DIST_CODE, SCH_CODE, and ROW.
3. There are no duplicate type 1 records (based on REC_TYPE and CO_CODE, DIST_CODE, SCH_CODE, and ROW).
4. Items 22-25 are included to describe output columns that the SIF/CDIF Software produces. These column are not used during the import process and do NOT have to be included in the IMPORT file.

Item	Field-Name	Location	Size	Description	Comments
1.	SOURCE	1-4	4	Source	“SIF ” for this SIF data
2.	YEAR	5-6	2	Year	“01” for 2001 submission
3.	REC_TYPE	7	1	Record type	“1” for this record type (data from Pages 1 and 2 of School Information Form)
4.	CDS_CODE	8-21	14	County-District-Site Code	Valid County (2 digits), district (5 digits), school (7 digits) code
5.	ROW_NUM	22-23	2	Row number	“01” through “37” corresponds to row number in pages 1-2 of SIF form (Row 23 does not have to be sent since it is calculated)
6.	MI	24-27	4	Male Am. Indian or Alaska native	0-9999

7.	MA	28-31	4	Male Asian	0-9999
8.	MP	32-35	4	Male Pacific Islander	0-9999
9.	MF	36-39	4	Male Filipino	0-9999
10.	MH	40-43	4	Male Hispanic or Latino	0-9999
11.	MB	44-47	4	Male African American	0-9999
12.	MW	48-51	4	Male White not Hispanic	0-9999
13.	MO	52-55	4	Male Multiple or no response	0-9999
14.	FI	56-59	4	Female Am. Indian or Alaska native	0-9999
15.	FA	60-63	4	Female Asian	0-9999
16.	FP	64-67	4	Female Pacific Islander	0-9999
17.	FF	68-71	4	Female Filipino	0-9999
18.	FH	72-75	4	Female Hispanic or Latina	0-9999
19.	FB	76-79	4	Female African American	0-9999
20.	FW	80-83	4	Female White not Hispanic	0-9999
21.	FO	84-87	4	Female Multiple or no response	0-9999
22.	Ntotal	88-93	6	Total of items 6-21	0-999999 (NOT used in IMPORT FILE)
23.	Label	94-143	50	Label name of row from SIF sections A-F	(NOT used in IMPORT FILE)
24.	Sch_name	144-173	30	School name	(NOT used in IMPORT FILE)
25.	Section	174	1	Section letter from SIF (A-F)	(NOT used in IMPORT FILE)

Valid Codes for Record Type 1 Item 5 (Row)

- 01 Classified Staff - Paraprofessional - Full Time
- 02 Classified Staff - Paraprofessional - Part Time
- 03 Classified Staff - Office/Clerical - Full time
- 04 Classified Staff - Office/Clerical - Part Time
- 05 Classified Staff - Other - Full Time
- 06 Classified Staff - Other - Part Time
- 07 Enroll - Kindergarten
- 08 Enroll - Grade 1
- 09 Enroll - Grade 2
- 10 Enroll - Grade 3
- 11 Enroll - Grade 4
- 12 Enroll - Grade 5
- 13 Enroll - Grade 6
- 14 Enroll - Grade 7

15	Enroll - Grade 8
16	Enroll - ungraded Elem
17	Enroll - Grade 9
18	Enroll - Grade 10
19	Enroll - Grade 11
20	Enroll - Grade 12
21	Enroll - Ungraded Secondary
22	Enroll - Adults in K-12 Programs
23	NOT USED - Enroll - Totals
24	Grads - High school grads
25	Grads - High school grads meeting UC/CSU rqmts
26	Grads - High school grads completing voc. Ed. Sequence
27	Course - Enrollment in Int Algebra/Algebra II
28	Course - Enrollment in Other Advanced Math Course
29	Course - Enrollment in 1st year chemistry
30	Course - Enrollment in 1st year physics
31	Vocational Education Enrollment
32	Dropouts - Grade 7
32	Dropouts - Grade 8
34	Dropouts - Grade 9
35	Dropouts - Grade 10
36	Dropouts - Grade 11
37	Dropouts - Grade 12

Appendix C - SIF (Short Format G-K) File Layout

[View SIF Short Form A-F File Layout](#)

Record Type 2

- 1) There is **one and only one** record type 2 for every school
- 2) There are no duplicate type 2 records (based on REC_TYPE and CO_CODE, DIST_CODE, and SCH_CODE).
- 3) Required fields for type 2 records are SOURCE, YEAR, REC_TYPE, CO_CODE, DIST_CODE, SCH_CODE.

Item	Field-Name	Location	Size	Description	Comments
1.	SOURCE	1-4	4	Source	"SIF" for this SIF data
2.	YEAR	5-6	2	Year	00 for 2000 submission
3.	REC_TYPE	7	1	Record type	"2" for this record type (Data from page 3 of SIF)
4.	CDS_CODE	8-21	14	County-District-Site code	Valid County (2 digits), district (5 digits), school (7 digits) code
5.	CONTK8	22-25	4	Alt Ed K-8 Continuation classes	0-9999
6.	COMMK8	26-29	4	Alt Ed K-8 Com./Exp. based	0-9999
7.	OPPRK8	30-33	4	Alt Ed K-8 Opportunity	0-9999
8.	MAGNK8	34-37	4	Alt Ed K-8 Magnet program	0-9999
9.	PREGK8	38-41	4	Alt Ed K-8 Pregnant/parenting	0-9999
10.	INDPK8	42-45	4	Alt Ed K-8 Independent Study	0-9999
11.	OTHRK8	46-49	4	Alt Ed K-8 Other	0-9999
12.	CONT912	50-53	4	Alt Ed 9-12 Continuation classes	0-9999
13.	COMM912	54-57	4	Alt Ed 9-12 Com./exp. based	0-9999
14.	OPPR912	58-61	4	Alt Ed 9-12 Opportunity	0-9999
15.	MAGN912	62-65	4	Alt Ed 9-12 Magnet program	0-9999
16.	PREG912	66-69	4	Alt Ed 9-12 Pregnant	0-9999
17.	INDP912	70-73	4	Alt Ed 9-12 Independent Study	0-9999
18.	OTHR912	74-77	4	Alt Ed 9-12 Other	0-9999
19.	INDPGR	78-81	4	Grads from	0-9999

				Independent Study	
20.	COMPUTER	82-85	4	Computers	0-9999
21.	CD_ROM	86-89	4	CD-Rom	0-9999
22.	CD_UNK	90	1	Unknown CD-ROM	"Y"=Yes, "N"=No
23.	INTERNET	91-94	4	Internet	0-9999
24.	WAN	95-98	4	WAN	0-9999
25.	WAN_UNK	99	1	Unknown WAN	"Y"=Yes, "N"=No
26.	CSR1_K	100	1	CSR Option 1 - Kindergarten	"Y"=Yes, "N"=No
27.	CSR1_1	101	1	CSR Option 1 - Grade 1	"Y"=Yes, "N"=No
28.	CSR1_2	102	1	CSR Option 1 - Grade 2	"Y"=Yes, "N"=No
29.	CSR1_3	103	1	CSR Option 1 - Grade 3	"Y"=Yes, "N"=No
30.	CSR2_K	104	1	CSR Option 2 - Kindergarten	"Y"=Yes, "N"=No
31.	CSR2_1	105	1	CSR Option 2 - Grade 1	"Y"=Yes, "N"=No
32.	CSR2_2	106	1	CSR Option 2 - Grade 2	"Y"=Yes, "N"=No
33.	CSR2_3	107	1	CSR Option 2 - Grade 3	"Y"=Yes, "N"=No
34.	CAL_TRAD	108	1	Calendar Traditional	"Y"=Yes, "N"=No
35.	CAL_SING	109	1	Calendar Singletrack	"Y"=Yes, "N"=No
36.	CAL_MULT	110	1	Calendar Multitrack	"Y"=Yes, "N"=No
37.	CAL_60_20	111	1	Year-round 60/20	"Y"=Yes, "N"=No
38.	CAL_60_15	112	1	Year-round 60/15	"Y"=Yes, "N"=No
39.	CAL_90_30	113	1	Year-round 90/30	"Y"=Yes, "N"=No
40.	CAL_45_15	114	1	Year-round 45/15	"Y"=Yes, "N"=No
41.	CAL_CON	115	1	Year-round Concept 6	"Y"=Yes, "N"=No
42.	CAL_MOD	116	1	Year-round Modified 6	"Y"=Yes, "N"=No
43.	CAL_CUST	117	1	Year-round Custom calendar	"Y"=Yes, "N"=No
44.	SBHC	118	1	Health Center School-Based	"Y"=Yes, "N"=No
45.	SLHC	119	1	Health Center School-Linked	"Y"=Yes, "N"=No
46.	NAME	120-149	30	Person's Name	Name of Person completing form
47.	PHONE	150-159	10	Phone Number (with Area Code)	10 digits
48.	EXTENSION	160-163	4	Extension number	4 digits